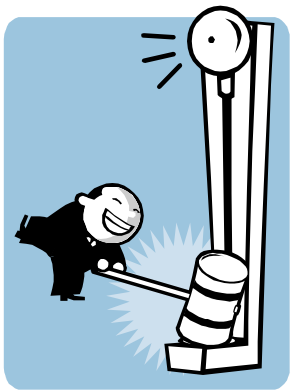
Welcome to the WV National Guard Technician Performance Appraisal Program!!!

Administrative Notes

- **Parking Lot**
- **Ground Rules**
- **Cell phones**
- **Breaks**



Administrative Notes

System access issues:

CMSgt Michael Miller

email scott.miller.1@ang.af.mil

DSN 623-6427 / 304-561-6427

Hierarchy updates/can't see reporting chain:

SGT Andrew Jenkins

email andrew.e.jenkins@us.army.mil

DSN 623-6680 / 304-561-6680

PAA support:

SGT Jennifer Campbell

email jennifer.d.campbell@us.army.mil

DSN 623-6431 / 304-561-6431

Administrative Notes

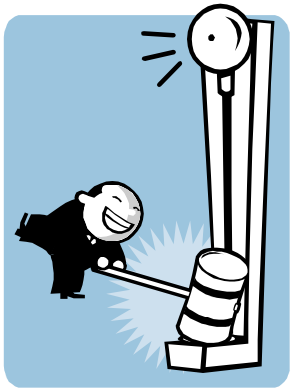
- More information

http://www.wv.ngb.army.mil/jobs/

Course Overview

AGENDA

- Intro to the WVNG Performance Appraisal Program
- Learning Goals and Objectives
- My Biz
- PAA Overview
- Writing Effective Critical Elements
- Writing Effective Self Assessments



Agenda Time Line

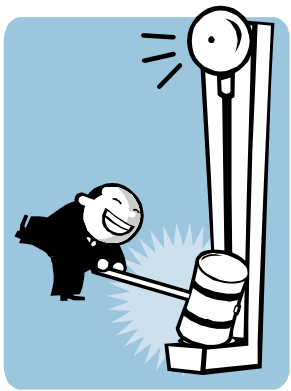
--Begin 0730

--Break

-----Lunch

Break--
-

End
1600------



Learning Goals and Objectives

- Log-In and navigate the My Biz/My Workplace & Performance Appraisal Application tools

- Develop mission objectives and write three (3) critical elements for an employee using Work Center Descriptions or Position Descriptions. Enter the mission objectives and critical elements into the PAA software tool.

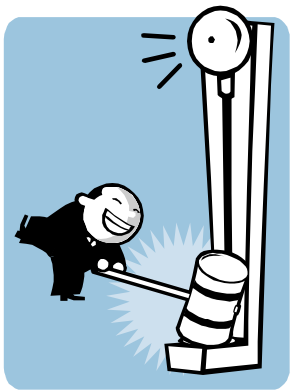
PG 7

Learning Goals and Objectives

- Evaluate whether or not the critical elements satisfy either the SMART or MARST criteria by collaborating with teammates to review, revise, and finalize critical elements.

- Understand what a Self Assessment is and how to write one.

PG 7



End State

- **The Employee/Supervisor**
  - Leave the training today understanding how to develop your performance appraisal for FY-11 with the support of your supervisor/employee.
  - Have an approved performance plan in the Performance Appraisal Application (PAA) on 01 OCT 10.

- **J1 HRO**
  - Conduct initial training for technician employees and supervisors on the PAA.
  - On 01 OCT 10, 70% of technician employees have an approved appraisal program in PAA

Participant Guide

Need to Know

Nice to Know

Where to Go

MY WORKPLACE
MY BIZ

CMSgt Scott Miller
Human Resource Specialist (Info Sys)

- My Biz – All Technicians have a My Biz account. Think of it as “My Pay” for Personnel actions.
- My Workplace – All Supervisors will have a My Workplace account. Only those Supervisors that have Technicians as subordinates will need to access the My Workplace Application.

Defense Civilian Personnel Data System (DCPDS)Portal at site: https://compo.dcpds.cpms.osd.mil

You can only be access My Biz / My Workplace from a .mil computer

When registering remember:

EMPLOYEE ID/USER ID WILL ALWAYS BE YOUR SSN WITH ***HYPHENS***

EXAMPLE: 555-55-5555

MY WORKPLACE

My workplace provides the supervisor the ability to access their employees' personnel-related information. Such as position and assignment data, personnel actions, suspense actions and performance plans.

MY BIZ

- Provides the technician the ability to access their personnel data and the also change/update certain data items such as;
- Work Information
- Training and Education
- US Fed Language
- US Fed Ethnicity and Race Category
- Emergency Contact Information

My Biz and My Workplace are the tools used to access the new Performance Appraisal Application

QUESTIONS?

Implementing the West Virginia National Guard Technician Performance Appraisal Program

Introduction and Overview

- Performance Appraisal Program and the “Five Rating Level Evaluation Method”
- Performance Appraisal Process
- What Changes
- What Does Not Change

Performance Appraisal Program

INDIVIDUAL

ACTIVITY

INDIVIDUAL

GROUPS

GROUPS

What things would you like to see in a Performance Appraisal Program?
Example: My Two! Good ole boy!

Performance Appraisal Program

Benefits

- A performance appraisal system that encourages the fair and equitable evaluation of employees based on performance and results.
- Program shall provide for employee participation in program development, implementation, and application.
- A Higher level review ensures equitable and consistent application of, and compliance with, performance management requirements by all subordinate raters.

Performance Appraisal Program

TPR 430

- Prescribes a Five Rating Level Evaluation Method
- Clarifies the procedures, and requirements for documentation of the Performance Appraisal Program
- Prescribes the use of the New NGB Form 430 (Performance Appraisal), to be used with My Biz & My Workplace
- The Roles and Responsibiliti

Handout TPR 430 Where To Go PG 12

Performance Appraisal Program

Critical Element(s)

- An expression of performance expectations in the performance plan that are linked to the organization's goal(s) and mission(s).

- Each employee shall have their work assignments or responsibilities described in their performance plan as a critical element(s).

Five Rating Level Evaluation Method

Rating Critical Elements

5	Outstanding – Outstanding performance in one or more critical element(s) and excellent performance for all other critical element(s).
4	Excellent – Excellent performance in one or more critical elements(s) and fully successful performance for all other critical element(s).
3	Fully Successful – Overall fully successful performance.
2	Marginal – Below fully successful performance for one or more critical element(s), but at least marginal performance for all critical element(s).
1	Unacceptable – Fails to meet at least the marginal performance standard in one or more critical element(s).
NR	Not Rated – Employee did not have opportunity to perform the critical element because it became obsolete or could not be accomplished due to extenuating circumstances.

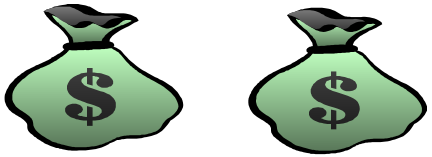
Five Rating Level Evaluation Method

Rating of Record

Average Rating Range	Rating of Record	Rating of Record Descriptor
4.51 to 5.00	5	Outstanding
3.51 to 4.50	4	Excellent
2.51 to 3.50	3	Fully Successful
2.00 to 2.50	2	Marginal
1 on any critical element	1	Unacceptable

Rating of Record Exercise

Five Rating Level Evaluation Method

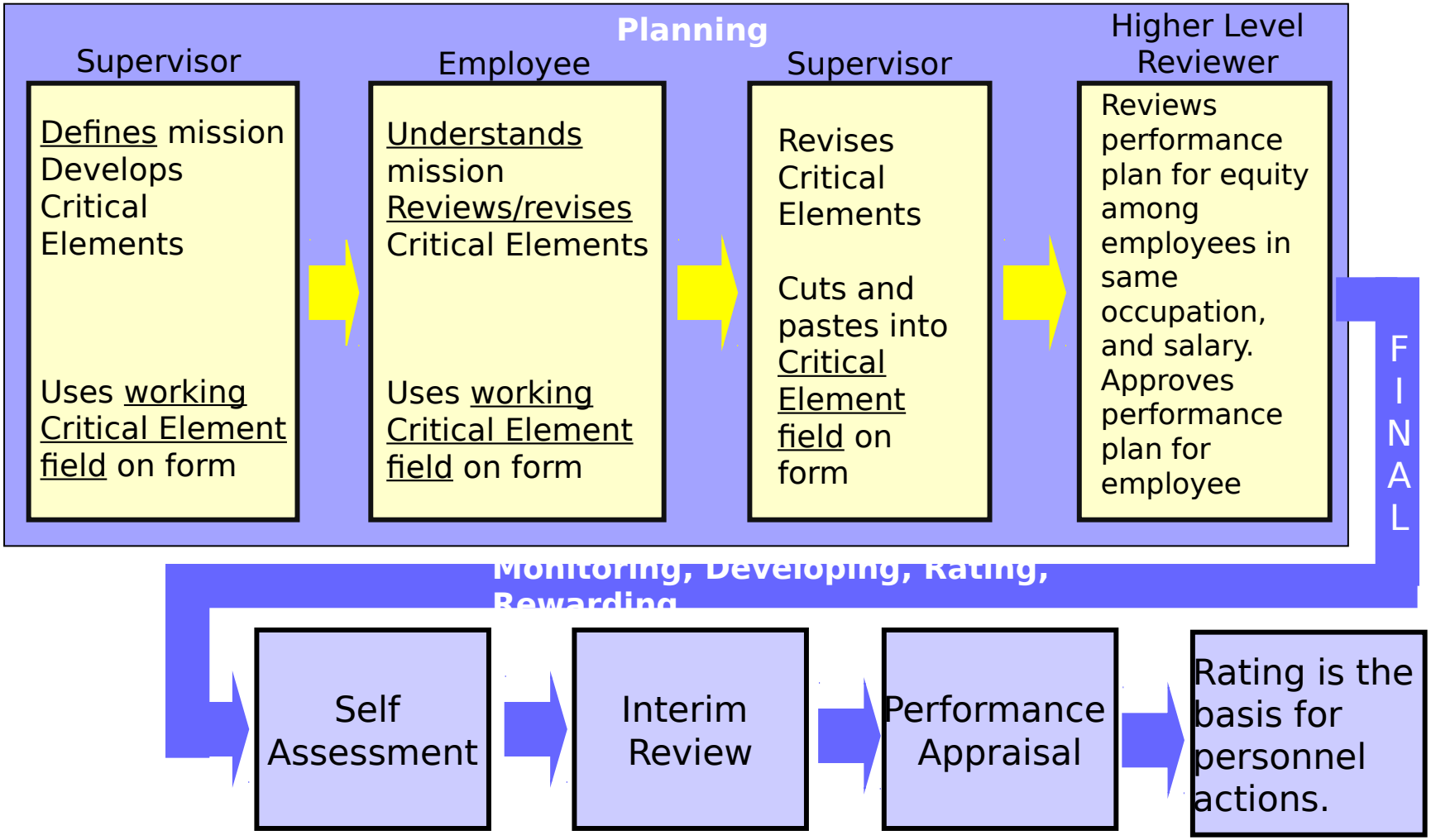


Valued performance will be rewarded

What Your Rating of Record Means

Performance Rating	Employees are eligible to receive…
5 - Outstanding	Quality Step Increase Sustained Superior Performance Time Off Award
4 - Excellent	Sustained Superior Performance Time Off Award
3 - Fully Successful	Sustained Superior Performance Time Off Award
2 - Marginal	Counseling, Mentoring, Coaching Increased Supervisory Assistance
1 - Unacceptable	Performance Improvement Plan (PIP)

Performance Appraisal Process



Performance Appraisal Process

Self Assessment

- A self assessment is an employee's narrative

description of accomplishments related to the

critical elements identified in the employee's

performance plan.

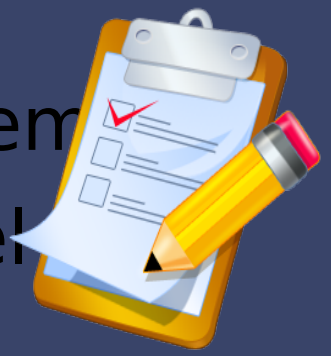
- The self assessment should provide the

supervisor with a clear picture of the employee's

Performance Appraisal Program

What Changes

- Annual Appraisal Cycle: 1 October – 30 September
- HRO recommends at least 3 Critical Elements
- Mandatory Supervisory “Critical Elem
- Rating of Record: Level 1 thru Level
- Mandatory Interim Review
- Self Assessment
- New NGB Form 430 (Performance Appraisal)
- PAA accessed through My Biz and My



Performance Appraisal Program

What Does Not Change

- The Trial & Probationary Ratings and Periods
- Postponement of Annual Ratings of Record
- Supervisor Communicating Performance Plans
- Below Fully Successful or Unacceptable Performance
- Performance Improvement Plans (
- The Appeal Process

Matching Exercise

Review and Revisit

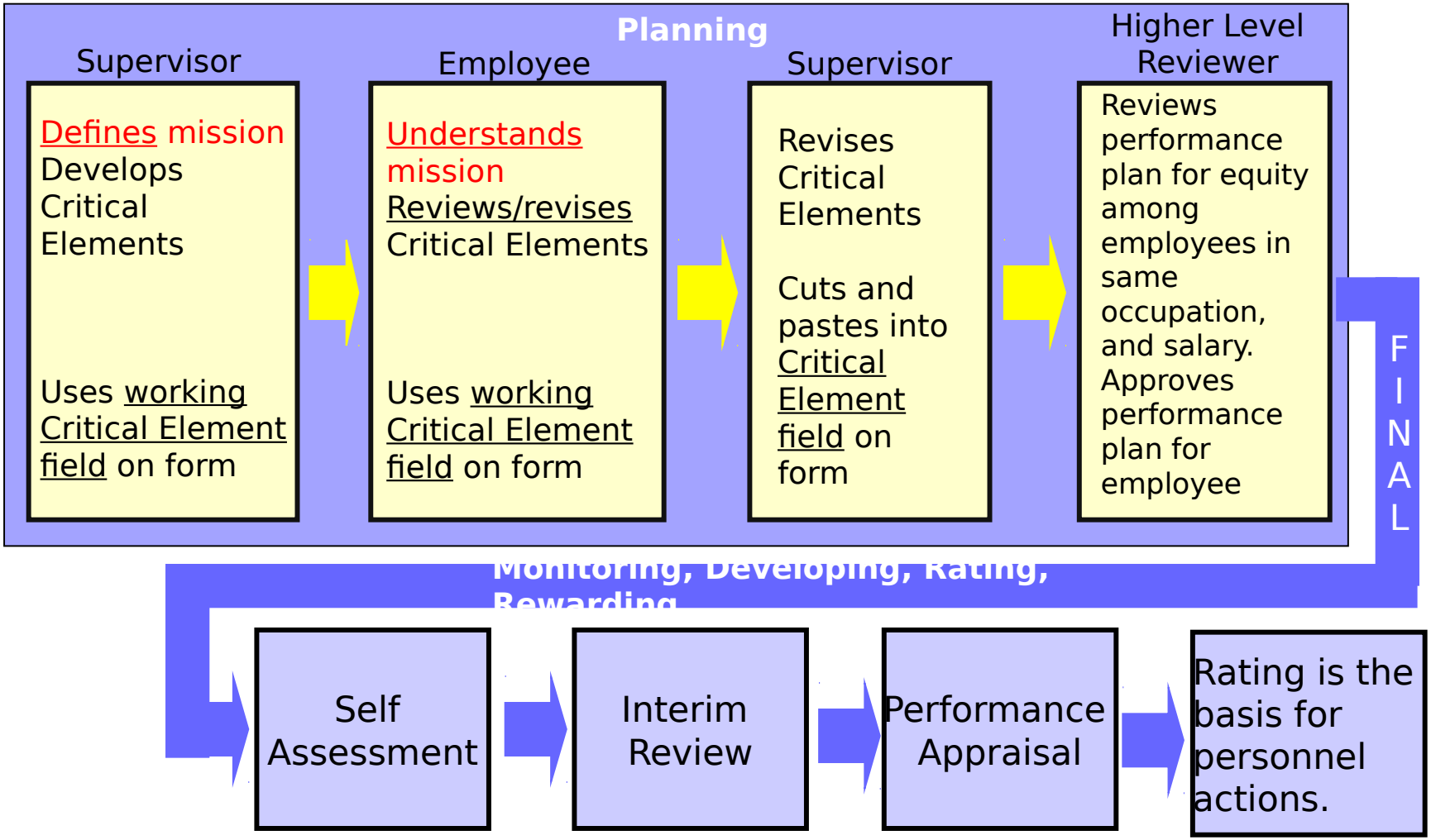
AHA!

Performance Appraisal Program

Questoions ?

Organizational Goals and Objectives

Performance Appraisal Process



Developing Mission Objectives

Your Organization
Your Section
Your Objectives

Mission Objectives

- Mission - an operation or duty assignment that is assigned by a higher headquarters

- Critical Element – an action that, if not accomplished to the specified standard, results in a serious adverse effect upon the organization’s mission accomplishment

Mission:

“Provide World Class forces, trained and equipped, to execute Missions for National or State Command Authorities”

WV National Guard:

Vision:

“Fort West Virginia, the center of the community, where the Nation’s best Soldiers & Airmen live, work & serve; while performing the Nation’s toughest tasks”

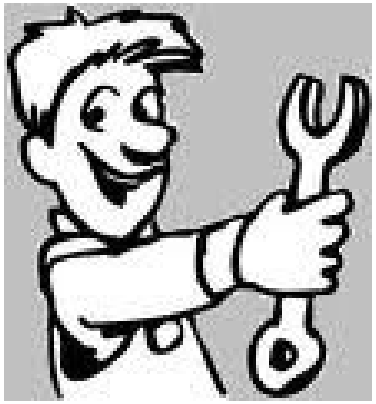
…Montani Semper Liberi

How our mission objectives flow

West Virginia National Guard

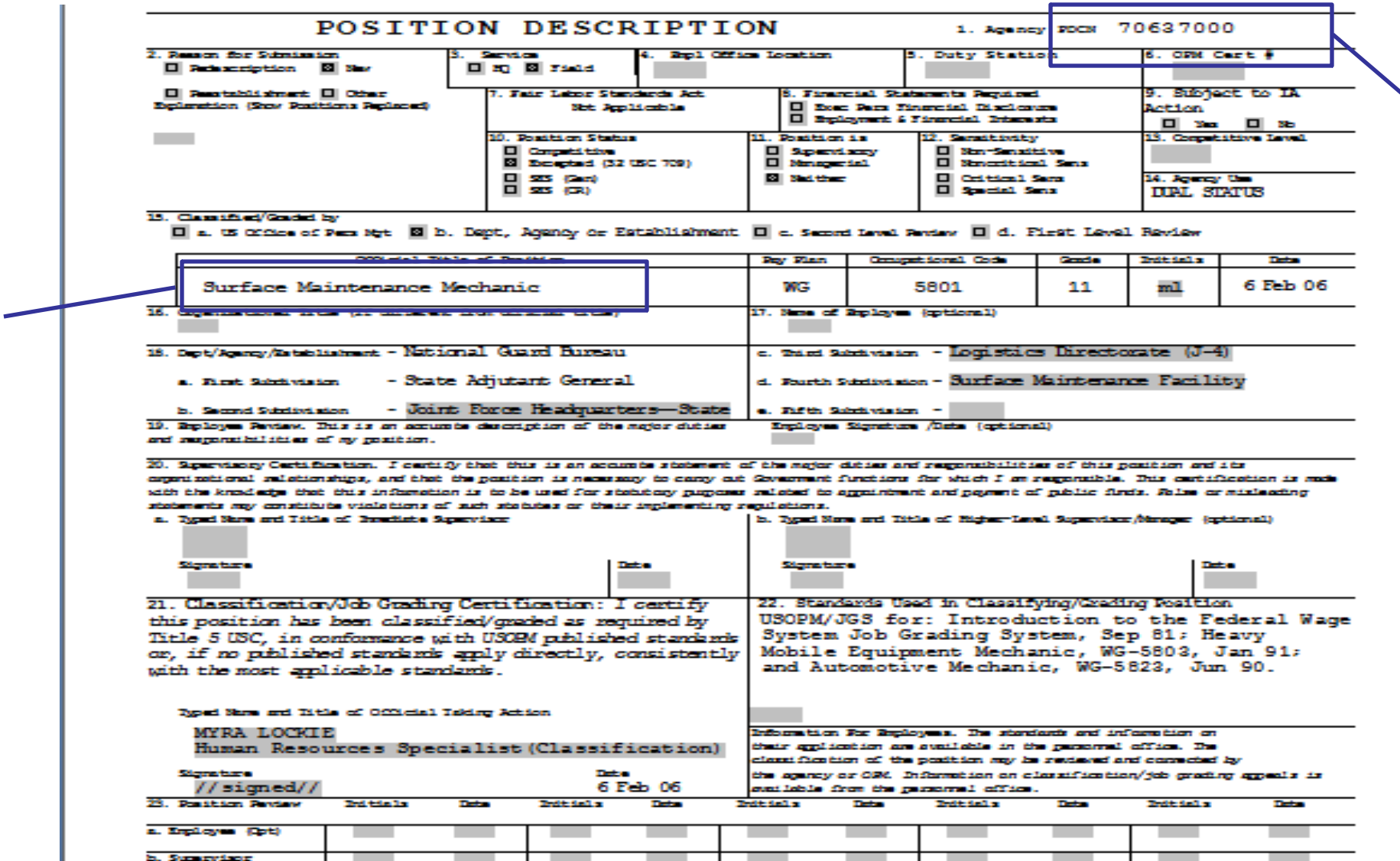
Maintenance Group

CSMS / Squadron



Mechanic

Where do I find the info??



POSITION DESCRIPTION

1. Agency PDCN 70637000

2. Reason for Submission	3. Service	4. Empl Office Location	5. Duty Station	6. OPM Cert #
☐ Redescription ☒ New ☐ Reestablishment ☐ Other Explanation (Show Positions Replaced)	☐ HQ ☒ Field			

7. Fair Labor Standards Act	8. Financial Statements Required	9. Subject to IA Action
Not Applicable	☐ Exec Pers Financial Disclosure ☐ Employment & Financial Interests	☐ Yes ☐ No

10. Position Status	11. Position is	12. Sensitivity	13. Competitive Level
☐ Competitive ☒ Excepted (32 USC 709) ☐ SES (Gen) ☐ SES (CR)	☐ Supervisory ☐ Managerial ☒ Neither	☐ Non-Sensitive ☐ Noncritical Sens ☐ Critical Sens ☐ Special Sens	14. Agency Use DUAL STATUS

15. Classified/Graded by
☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Surface Maintenance Mechanic	WG	5801	11	ml	6 Feb 06

16. Organizational Title (if different from official title)

17. Name of Employee (optional)

18. Dept/Agency/Establishment - National Guard Bureau
a. First Subdivision - State Adjutant General
b. Second Subdivision - Joint Force Headquarters—State
c. Third Subdivision - Logistics Directorate (J-4)
d. Fourth Subdivision - Surface Maintenance Facility
e. Fifth Subdivision -

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.
Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor
Signature
Date

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)
Signature
Date

21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

Typed Name and Title of Official Taking Action
MYRA LOCKIE
Human Resources Specialist(Classification)
Signature
//signed//
Date
6 Feb 06

22. Standards Used in Classifying/Grading Position
USOPM/JGS for: Introduction to the Federal Wage System Job Grading System, Sep 81; Heavy Mobile Equipment Mechanic, WG-5803, Jan 91; and Automotive Mechanic, WG-5823, Jun 90.

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

23. Position Review

	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										

Where do I find the info??

70637000

a. INTRODUCTION:

This position is located in the Joint Forces Headquarters—State, Logistics Directorate (J-4), Surface Maintenance Facility. The purpose of this position is to troubleshoot, repair, maintain, inspect, and/or overhaul a variety of complex combat, tactical, commercial, and special purpose vehicles and equipment having complicated mechanical and non-mechanical systems with a variety of interconnected systems. Provides technical guidance and specialized team leadership to lower grade employees.

b. DUTIES:

(1) Performs maintenance, troubleshooting, and major repair on heavy-duty mobile equipment, combat, tactical, and automotive vehicles. This may include self-propelled artillery, tracked cargo and personnel carriers, road graders, mobile cranes, front loaders, bulldozers, power shovels, tanks, tracked combat vehicles, all terrain vehicles, semi trailers, forklifts, tractors, and accessory equipment. Troubleshoots, repairs and/or overhauls, as a regular and recurring duty, a variety of the mechanically complex major systems to include internal combustion engines, turbine engines, automatic and non-automatic transmissions, heavy duty drive line systems, and hydraulic utility systems and controls, cross drive or similar multi-system transmissions and a variety of intricate fuel injection systems. Makes repairs and modifications to assemblies and components such as voltage regulators, generators/alternators, brake cylinders, etc., for use or placement in systems for which they were not specifically designed. Improvises work when standard procedures do not apply.

(2) Troubleshoots equipment with a variety of the mechanically complex major systems and diagnoses difficult performance problems and the cause of mechanical failures by means of visual and auditory checks, uses test equipment such as engine analyzers, compression testers, voltmeters, ohmmeters, pressure gauges and computer diagnostic tools. Utilizes embedded diagnostics in equipment and a wide variety of specialized original equipment manufacturer system analyzers in order to determine the exact nature or extent of repair. Determines what adjustments may be necessary to complete work orders, and whether any additional repairs other than those specified or indicated on the work order are necessary.

Information for your critical elements

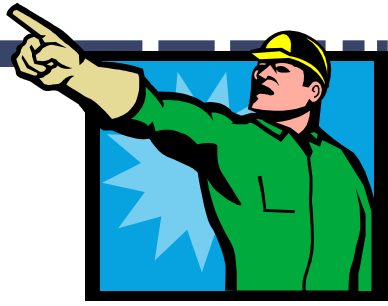
PD70752000

- Surface Maintenance Mechanic Supervisor
  - This position is located in the Joint Forces Headquarters—State, Logistics Directorate (J-4), Surface Maintenance Facility. **The purpose** of this position is to provide overall direction and coordination of subordinate work activities and functions. Participates with management officials in the planning and establishment of long-range work requirements and schedules. Serves as the highest-level subject matter expert in the organization for work accomplished. Work activities and functions are typically controlled through two or more levels of supervision.

PD 70746000

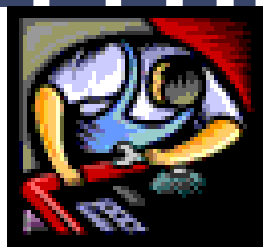
- Surface Maintenance Mechanic Supervisor
  - This position is located in the Joint Forces Headquarters—State, Logistics Directorate (J-4), Surface Maintenance Facility. **The purpose** of this position is to supervise workers directly or through subordinate leaders and/or supervisors in accomplishing work of the function. Plans work operations of great scope, complexity, and administrative authority. Determines the sequence, priority, and time for performance of operations within the limits of broad work schedules and time limits.

PD 70743000



- Surface Maint Mechanic Leader
  - This position is located in the Joint Forces Headquarters—State, Logistics Directorate (J-4), Surface Maintenance Facility. **The purpose** of this position is to serve as a working leader of three or more Surface Maintenance Mechanics, WG-5801-11. Performs mechanic duties such as maintenance, troubleshooting, repair, inspection, and/or overhaul of a variety of complex combat, tactical, commercial, and special purpose vehicles and equipment having complicated mechanical and non-mechanical systems with a variety of interconnected systems.

PD 70637000



- SURFACE MAINT MECHANIC
  - This position is located in the Joint Forces Headquarters—State, Logistics Directorate (J-4), Surface Maintenance Facility. **The purpose** of this position is to troubleshoot, repair, maintain, inspect, and/or overhaul a variety of complex combat, tactical, commercial, and special purpose vehicles and equipment having complicated mechanical and non-mechanical systems with a variety of interconnected systems.

Performance Appraisal Program

Critical Element(s)

- An expression of performance expectations in the performance plan that are linked to the organization's goal(s) and mission(s).

- Each employee shall have their work assignments or responsibilities described in their performance plan as a critical element(s).

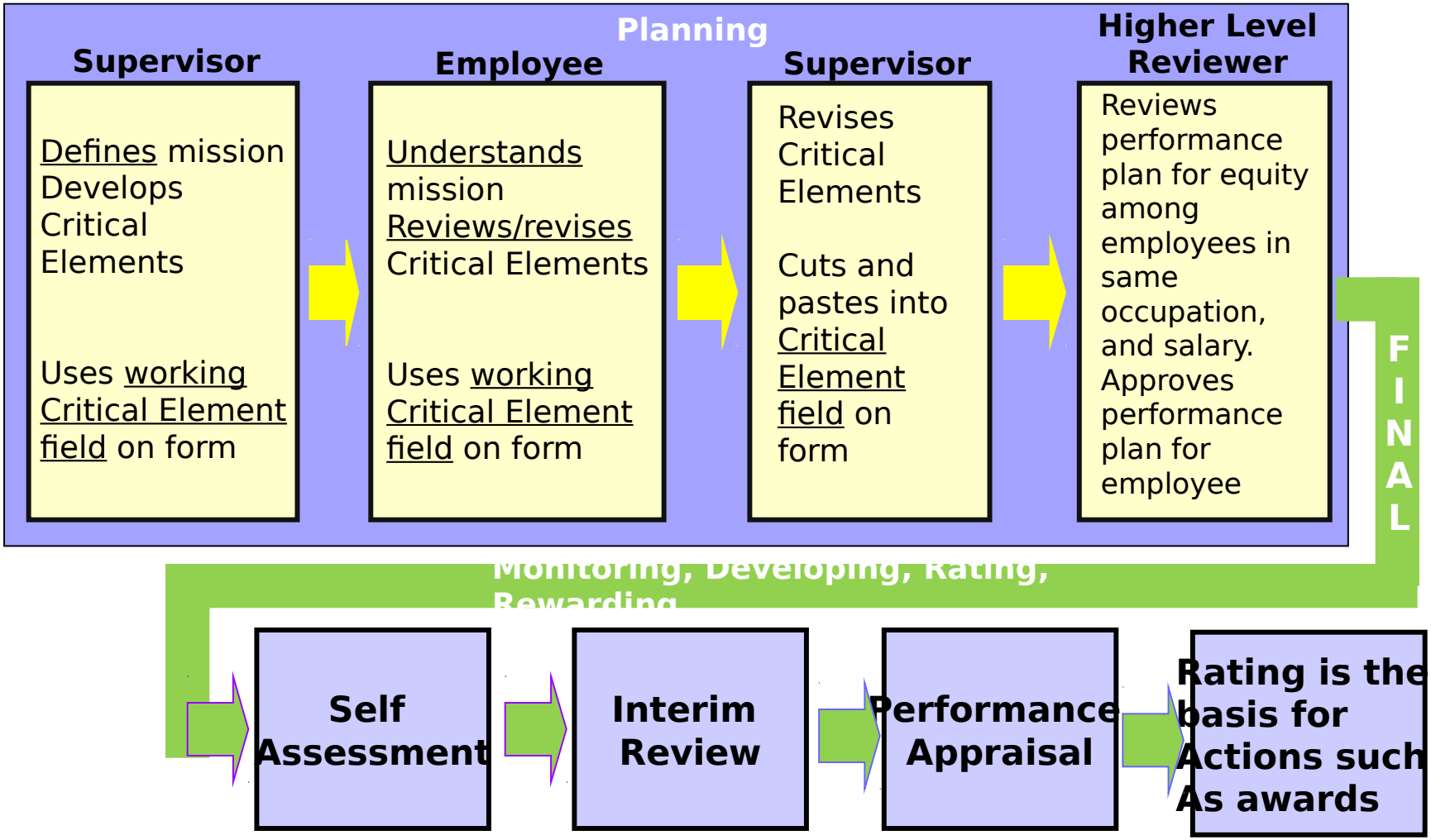
TPR 430, Performance Management

- Five vs. Three Tier Rating Level Evaluation Method

- Clarifies the procedures, and requirements for

  documentation of the Performance Appraisal system

Performance Appraisal Process


Planning
Supervisor
Defines mission
Develops Critical Elements
Uses working Critical Element field on form
Employee
Understands mission
Reviews/revises Critical Elements
Uses working Critical Element field on form
Supervisor
Revises Critical Elements
Cuts and pastes into Critical Element field on form
Higher Level Reviewer
Reviews performance plan for equity among employees in same occupation, and salary. Approves performance plan for employee
FINAL
Monitoring, Developing, Rating, Rewarding
Self Assessment
Interim Review
Performance Appraisal
Rating is the basis for Actions such As awards

Employee's Responsibilities

For success employees should:

- Participate in the development of Critical Elements
- Identify and Record their accomplishments
- Participate in Interim Review and the End Of Year Assessments

Employee's Responsibilities

Understanding how your job relates to the success of the organizations goals and mission

Rater's Responsibilities

- Ensure employees attend training
- Develop critical elements aligned to the mission
- **COMMUNICATE**
- Provide **FEEDBACK** to employees
- Foster and **REWARD** excellent performance
- Address poor performance

Higher Level Reviewer Responsibilities

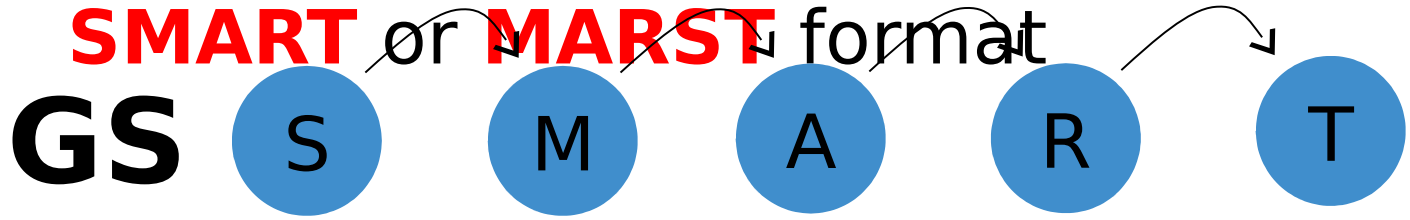
- Stay **INVOLVED** in the performance process

- **COMMUNICATE** goals to subordinate supervisors

- **EQUITABLE** and consistent application

Requirements for Critical Elements

- Critical elements must be linked to the mission
- HRO recommends a minimum of **3** critical elements
- All supervisors have a **supervisory** mandatory ritical element
- Critical elements must be in either the **SMART** or **MARST** format



Develop Critical Elements

Using SMART / MARST Format

- **SMART / MARST** is a framework for developing (and evaluating) Critical Elements

SPECIFIC

MEASURABLE

ALIGNED

REALISTIC / *R*ELEVANT

TIMED

Critical Elements Are Specific

S
M
A
R
T

- Define an observable action, behavior, or achievement
- Link to a level of performance, frequency, percentage, or other number
- Are specific regarding the description of the result (not the activities to achieve that result)

M
A
R
S
T

Example "Specific" Critical Element

(Employee Folder)

Provides accurate and timely advice and guidance on an "as needed basis" to headquarters staff and managerial accountants in the field – resolving normal issues/inquiries in 5 – 7 business days, *for more complex situations an initial response should be given* in 5 – 7 business days and updated until resolved. *Provides responses to questions and inquiries covering a variety of policies and directives that require the* correct application of accounting principals, theories, concepts and practices *to financial processes to produce* accurate results and meet legal requirements.

Critical Elements Are Measurable

S
M
A
R
T

- Provide a method to allow tracking, recording, and validation of quality of a specific behavior, action, or outcome
- Define:
  - Quantity (how many)
  - Time (how long)
  - Quality (how good)
  - Resources (how much)

M
A
R
S
T

Example "Measurable" Critical Element

(Employee Folder)

Provides *accurate and timely advice* and guidance on an "as needed basis" to headquarters staff and managerial accountants in the field – resolving normal issues/inquiries *in 5 – 7 business days*, for more complex situations an initial response should be given *in 5 – 7 business days and updated until resolved.* Provides responses to questions and inquiries covering a variety of policies and directives that require the *correct application of accounting principals, theories, concepts and practices* to financial processes to produce *accurate results and meet legal requirements*.

Critical Elements Are Aligned

S M A R T

- A direct connection is made between the employee's work, unit's goal, and the organization's mission
- Critical Elements ensure all are working toward shared goals
- All critical elements in the organization pull in the same direction
- Managers/supervisors need understanding of their own goals, objectives and critical elements before they can work with their

M A R S T

Aligned Critical Element

WV National Guard Vision/Mission

Brigade / Airbase Vision/Mission

BN / Squadron Vision / Company / Mission

Relevant Team/Section Mission Alignme

Provides accurate and timely advice and guidance on an "as needed basis" to headquarter staff and managerial accountants in the field – resolving normal issues/inquiries in less than 7 business days, for more complex situations an initial response should be given within 7 business days and updated until resolved. Provides responses to questions and inquiries covering a variety of policies and directives that require the correct application of accounting principals, theories, concepts and practices to financial processes to produce accurate results and meet legal requirements.

Critical Elements Are Realistic/Relevant

S M A R T

- Realistic: Goals and objectives achievable with the resources and personnel available, and within the available time
- Relevant: Goals and objectives are important to the employee & organization
- Responsibility must be appropriate to employee's grade

M A R S T

"Realistic/Relevant" Examples

(Employee Folder)

- **GS07** – Under limited supervision provides accurate and timely advice and guidance on an "as needed basis" to headquarters staff and managerial accountants in the field – resolving normal issues/inquiries in 5 – 7 business days. Prepares responses for supervisor's review, to questions and inquiries covering a variety of policies and directives that require the correct application of accounting principals, theories, concepts and practices to financial processes to produce accurate results and meet legal requirements.

- **GS11** – Provides accurate and timely advice and guidance on an "as needed basis" to headquarters staff and managerial accountants in the field – resolving normal issues/inquiries in 5 – 7 business days, for more complex situations an initial response should be given in 5 – 7 business days and updated until resolved. Independently prepares responses to questions and inquiries covering a variety of policies and directives that require the correct application of accounting principals, theories, concepts and practices to financial processes to produce accurate

Critical Elements Are Timed

S M A R T

Examples:

- Specific Time – by December 10
- Relative to another event – 6 months after…
- Recurring – quarterly, bi-weekly

- Established start and/or end dates are defined
- Specific dates (e.g., March 15) are preferred over relative descriptions of time (e.g., 6 months)
- Milestones can be included

M A R S T

"Timed" Example

Provides accurate and timely advice and guidance on an "*as needed basis*" to headquarters staff and managerial accountants in the field – resolving normal issues/inquiries in 5 – 7 business days, for more complex situations an initial response should be given in 5 – 7 business days and updated until resolved. Provides responses to questions and inquiries covering a variety of policies and directives that require the correct application of accounting principals, theories, concepts and practices to financial processes to produce accurate results and

Critical Elements vs Task Descriptions

Critical Elements:

- Focus on the results and contribution
- Describe “what” the person will accomplish
- Employee responsible for outcome

Task Descriptions:

- Focus on the tasks or activities completed
- Describe “how” the person will do the work
- Manager ultimately responsible for the outcome

Are these SMART/MARST?

- Complete the installation of 150 new computers in the DOIM Office, by the second week of September.
- Provide a monthly progress report, with information on completed work and anticipated obstacles, in the last week of each month.
- Ensure that the DA Form 2062 issuing the new computer to the PC user is signed by the user and forwarded to the Property Book Officer in 2-3 workdays of signature.

Questions to Consider
(When Reviewing the Performance Plan)

- Are the critical elements vague?
- Can the critical elements be measured or verified?
- Are the critical elements too complex or unnecessarily long?
- Does each critical element have a timeline?
- Do the critical elements emphasize appropriate aspects of the work?
- Are there too many or too few critical elements?

Table Top Exercise

Critical Element Exercise 1

Groups
SMART

Table Top Exercise

Critical Element Exercise with PDs

Exercise 1

Large Bucket items?
Your PD?
What do you do?

Develop Critical Elements

Using SMART / MARST Format

- **SMART / MARST** is a framework for developing (and evaluating) Critical Elements

SPECIFIC

MEASURABLE

ALIGNED

REALISTIC / *R*ELEVANT

TIMED

Questions?

Writing Effective Self Assessments

Self Assessment

- The performance management program establishes **a link between the organization's mission and goals** and the **individual employee's contribution** to mission and goal accomplishment.

Overview

- What is a Self Assessmer
- Writing a Self Assessmen
- How to Identify Significant Accomplishments
- Helpful Hints - Things not to do
- Performance Appraisal Application (PAA) tool
  - Journal Application

Why Advocate for Myself?

Why should I advocate for myself?

Advocating for Oneself

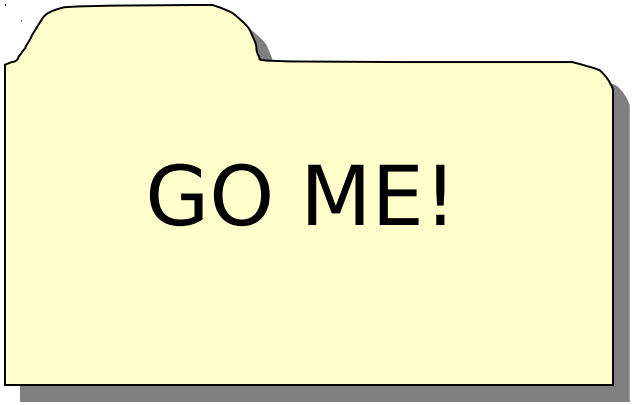
- Advocating for yourself is an opportunity to:
  - Highlight your most significant achievements.
  - Offer your perspective on your performance.
  - Present details of achievements and obstacles overcome.
- It is a narrative description of your accomplishments.
- You will not be rated on skills.

Get Started

- Review your organization goals and critical elements

- Review records of your work (emails, memos, project files, productivity records)

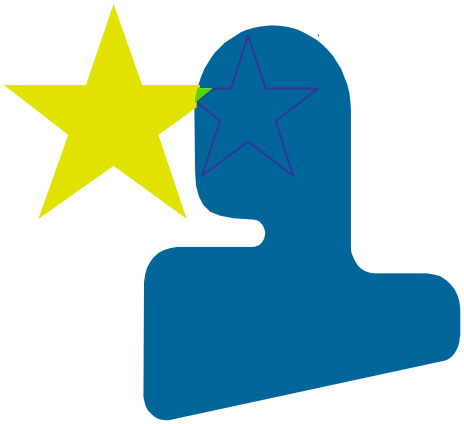
Establishing a Recording System



- Email folder
- Word Document
- Notes on planner or calendar
- File folder
- Journal – Tool in the Performance Appraisal Application

Follow the STAR:

- Situation
- Task
- Activity/Action
- Result



Things NOT to Do

- Position Description
- Critical Elements
- Terms & Acronyms
- Supervisor

Things to Consider…

- Highlight performance
- Make the connection

Significant Accomplishment Characteristics

- Difficult
- Controversial
- One of a kind
- First time
- High visibility
- Large volumes
- Short deadlines

Table Top Exercise

Writing Self Assessment Exercise 1

Groups
SMART

Self Assessment

Questions?

Performance Appraisal Application (PAA) Inputting the Critical Elements in My Workplace

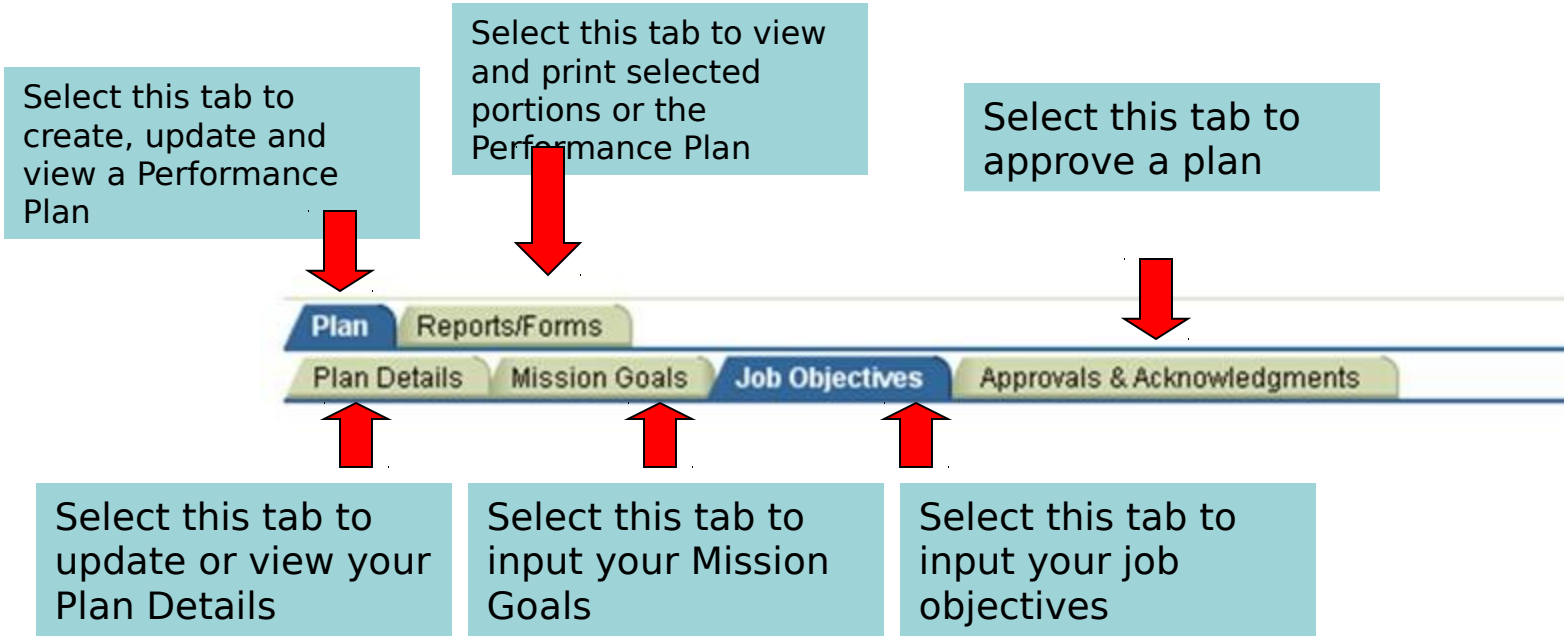
Overview

This Overview focuses on:

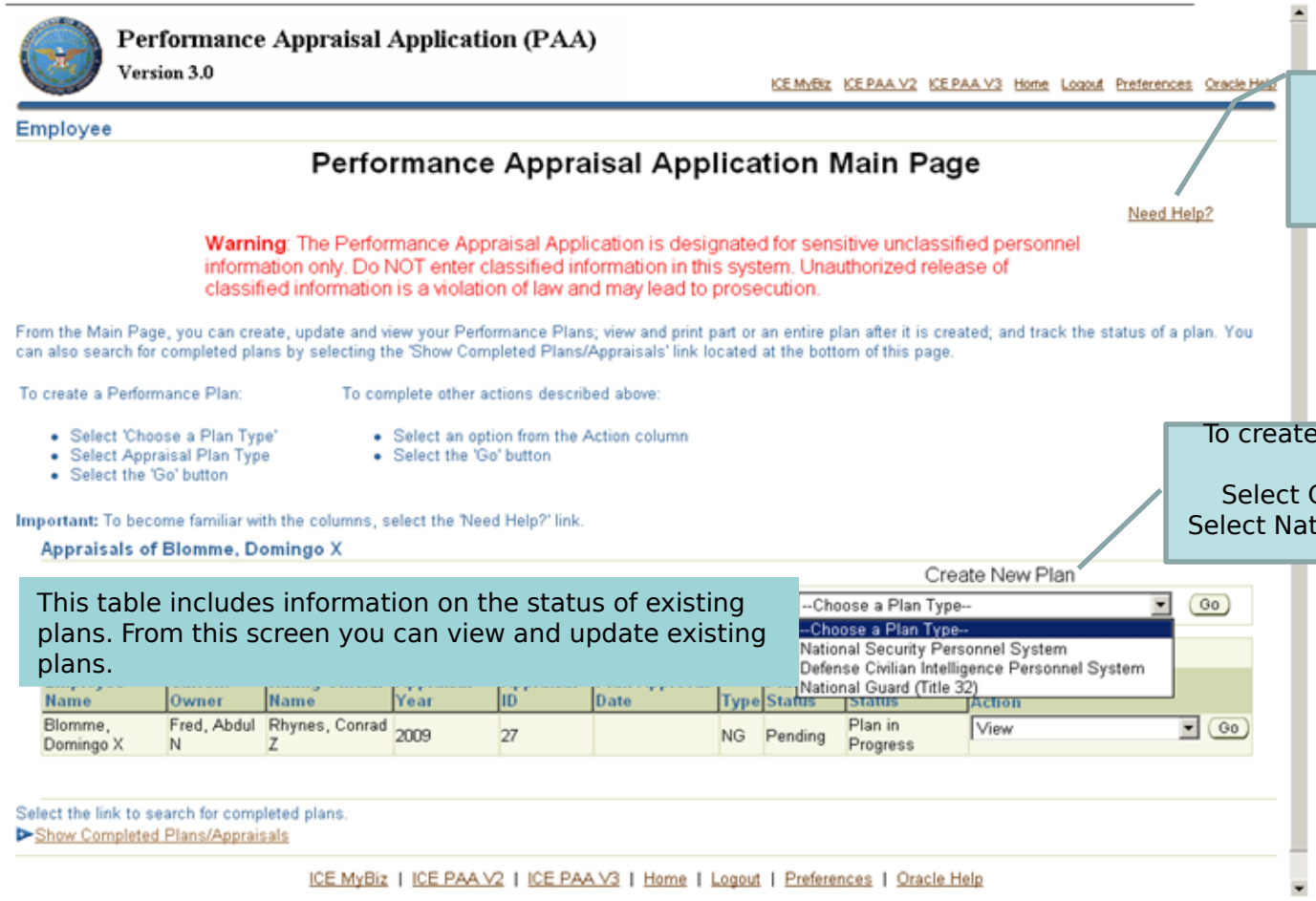
- Establishing and approving the Performance Plan, Interim Review and Appraisal from within the National Guard Performance Appraisal Application
  - The Employee creates the Performance Plan
  - The Rating Official reviews and approves the Performance Plan
  - The Rating Official transfers to the Higher Level Reviewer for approval
  - The Employee creates an Interim Review
  - The Rating Official reviews and approves the Interim Review
  - The Employee creates a Self Assessment
  - The Rating Official reviews, approves, and rates the employee
  - The Rating Official documents communication to the

Tab Interface

Tabs guide you through the process. The tabs are the same for employees, Rating Officials and Higher Level Reviewers. Below are the primary tabs.


Select this tab to create, update and view a Performance Plan
Select this tab to view and print selected portions or the Performance Plan
Select this tab to approve a plan
Plan
Reports/Forms
Plan Details
Mission Goals
Job Objectives
Approvals & Acknowledgments
Select this tab to update or view your Plan Details
Select this tab to input your Mission Goals
Select this tab to input your job objectives

Establishing a Performance Plan - Employee


Performance Appraisal Application (PAA)
Version 3.0
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences Oracle Help
Employee
Performance Appraisal Application Main Page
Need Help?
Warning: The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.
From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.
To create a Performance Plan:
Select 'Choose a Plan Type'
Select Appraisal Plan Type
Select the 'Go' button
To complete other actions described above:
Select an option from the Action column
Select the 'Go' button
Important: To become familiar with the columns, select the 'Need Help?' link.
Appraisals of Blomme, Domingo X
Create New Plan
--Choose a Plan Type--
Go
--Choose a Plan Type--
National Security Personnel System
Defense Civilian Intelligence Personnel System
National Guard (Title 32)
Name Owner Name Year ID Date Type Status Action
Blomme, Domingo X
Fred, Abdul N
Rhynes, Conrad Z
2009
27
NG
Pending
Plan in Progress
View
Go
Select the link to search for completed plans.
Show Completed Plans/Appraisals
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences | Oracle Help

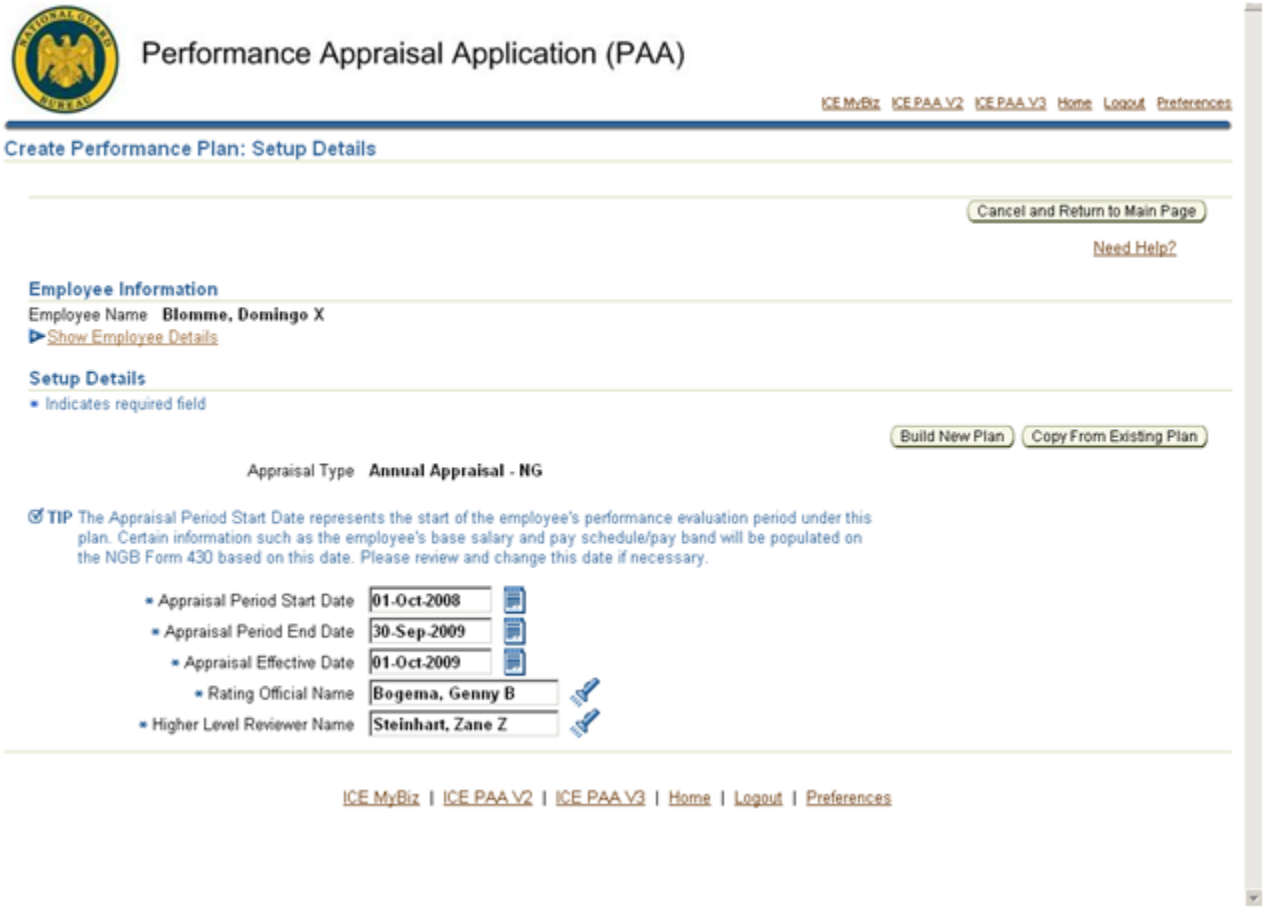
The **Need Help** link will give you information on what is available on the page where you are located.

To create a new Performance Plan:
Select Choose a Plan Type
Select National Guard (Title 32)
Select Go

This table includes information on the status of existing plans. From this screen you can view and update existing plans.

From the Main Page the employee can create and review the Performance Pl transfer a plan in progress to the Rating Official, view and print the entire plan after it is created and track the status of the plan.

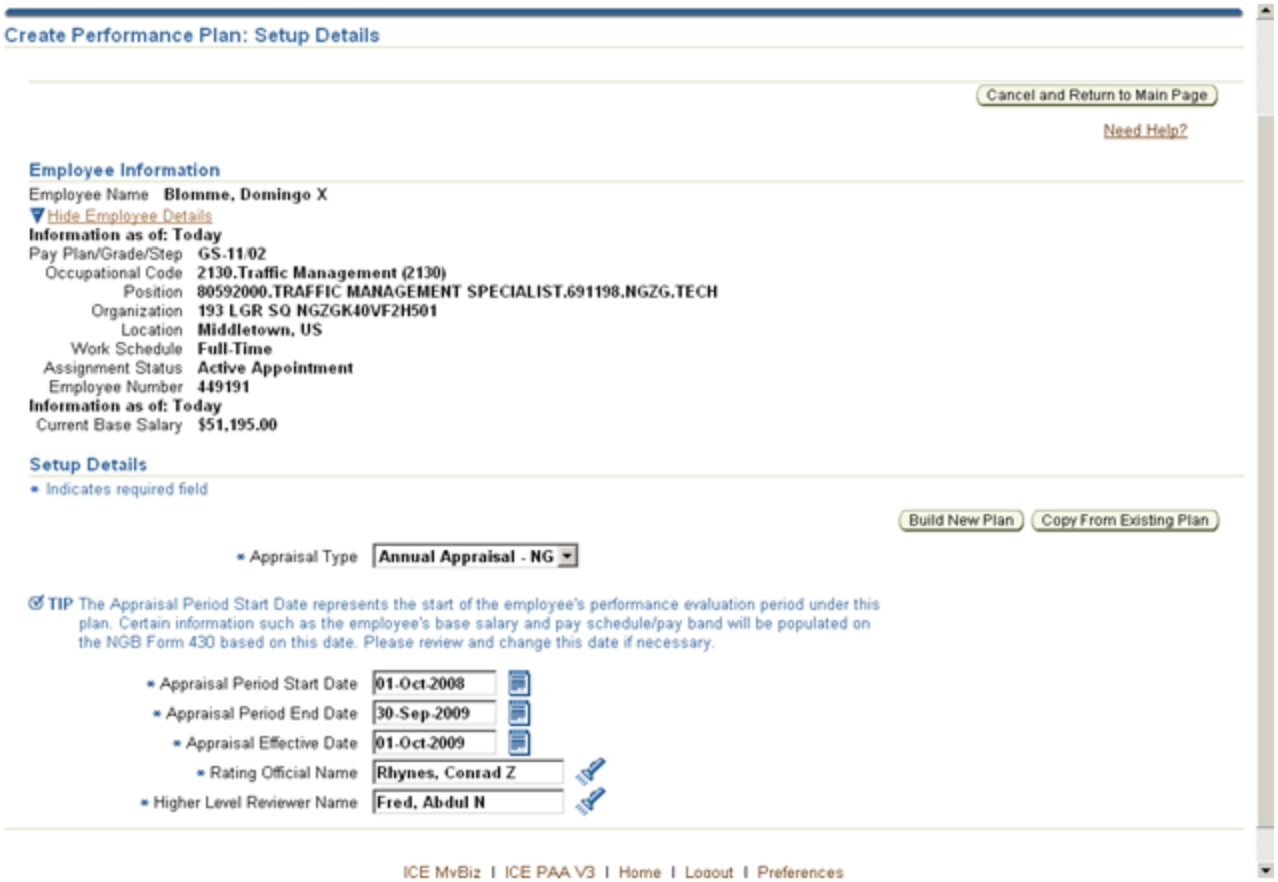
Plan Details-Employee


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
Create Performance Plan: Setup Details
Cancel and Return to Main Page
Need Help?
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Setup Details
* Indicates required field
Build New Plan
Copy From Existing Plan
Appraisal Type Annual Appraisal - NG
TIP The Appraisal Period Start Date represents the start of the employee's performance evaluation period under this plan. Certain information such as the employee's base salary and pay schedule/pay band will be populated on the NGB Form 430 based on this date. Please review and change this date if necessary.
* Appraisal Period Start Date 01-Oct-2008
* Appraisal Period End Date 30-Sep-2009
* Appraisal Effective Date 01-Oct-2009
* Rating Official Name Bogema, Genny B
* Higher Level Reviewer Name Steinhart, Zane Z
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

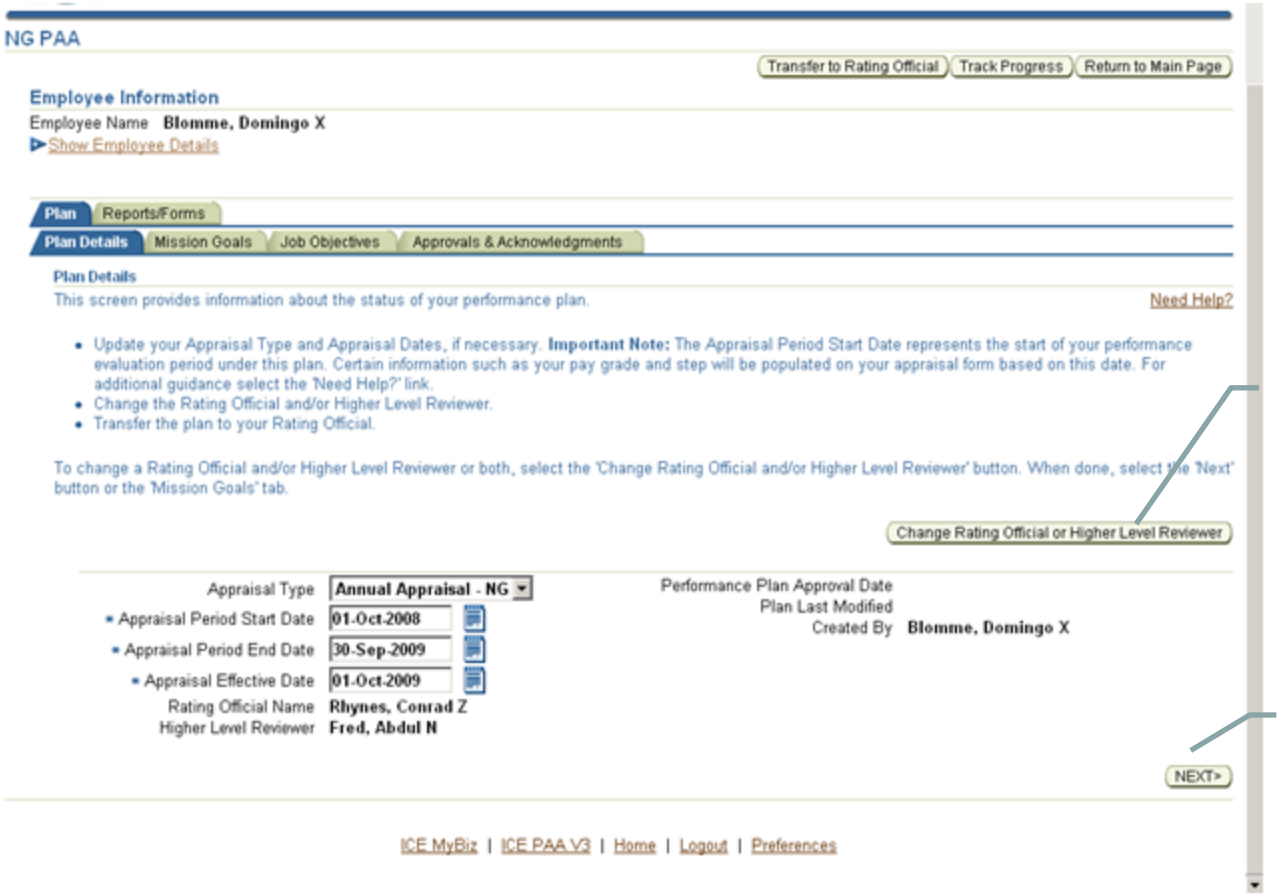
From this page the employee can build a new plan, change the Rating Official and Higher Level Reviewer, copy an existing plan or return to Main Page.

Plan Details –Employee

This shows current employee information


Create Performance Plan: Setup Details
Cancel and Return to Main Page
Need Help?
Employee Information
Employee Name Blomme, Domingo X
Hide Employee Details
Information as of: Today
Pay Plan/Grade/Step GS-11/02
Occupational Code 2130.Traffic Management (2130)
Position 80592000.TRAFFIC MANAGEMENT SPECIALIST.691198.NGZG.TECH
Organization 193 LGR SQ NGZGK40VF2H501
Location Middletown, US
Work Schedule Full-Time
Assignment Status Active Appointment
Employee Number 449191
Information as of: Today
Current Base Salary $51,195.00
Setup Details
* Indicates required field
Build New Plan
Copy From Existing Plan
* Appraisal Type Annual Appraisal - NG
TIP The Appraisal Period Start Date represents the start of the employee's performance evaluation period under this plan. Certain information such as the employee's base salary and pay schedule/pay band will be populated on the NGB Form 430 based on this date. Please review and change this date if necessary.
* Appraisal Period Start Date 01-Oct-2008
* Appraisal Period End Date 30-Sep-2009
* Appraisal Effective Date 01-Oct-2009
* Rating Official Name Rhynes, Conrad Z
* Higher Level Reviewer Name Fred, Abdul N
ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences

Plan Details-Employee

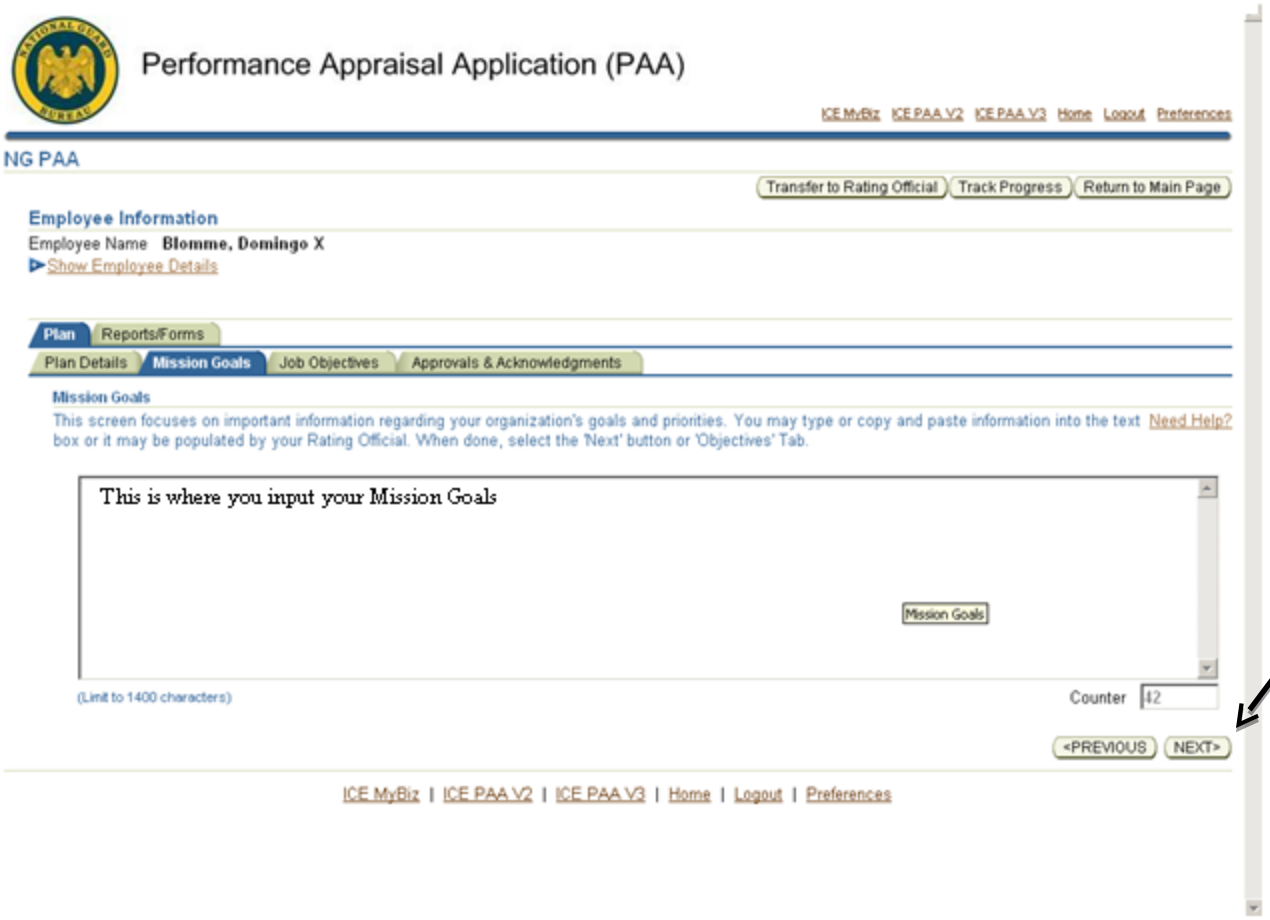

NG PAA
Transfer to Rating Official
Track Progress
Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan
Reports/Forms
Plan Details
Mission Goals
Job Objectives
Approvals & Acknowledgments
Plan Details
This screen provides information about the status of your performance plan.
Need Help?
Update your Appraisal Type and Appraisal Dates, if necessary. Important Note: The Appraisal Period Start Date represents the start of your performance evaluation period under this plan. Certain information such as your pay grade and step will be populated on your appraisal form based on this date. For additional guidance select the 'Need Help?' link.
Change the Rating Official and/or Higher Level Reviewer.
Transfer the plan to your Rating Official.
To change a Rating Official and/or Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button. When done, select the 'Next' button or the 'Mission Goals' tab.
Change Rating Official or Higher Level Reviewer
Appraisal Type
Annual Appraisal - NG
Appraisal Period Start Date
01-Oct-2008
Appraisal Period End Date
30-Sep-2009
Appraisal Effective Date
01-Oct-2009
Rating Official Name
Rhynes, Conrad Z
Higher Level Reviewer
Fred, Abdul N
Performance Plan Approval Date
Plan Last Modified
Created By
Blomme, Domingo X
NEXT>
ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences

You can change your Rating Official, Higher Level Reviewer or both with one click.

When you are done, select the Next button or the Mission Goals tab to build your plan.

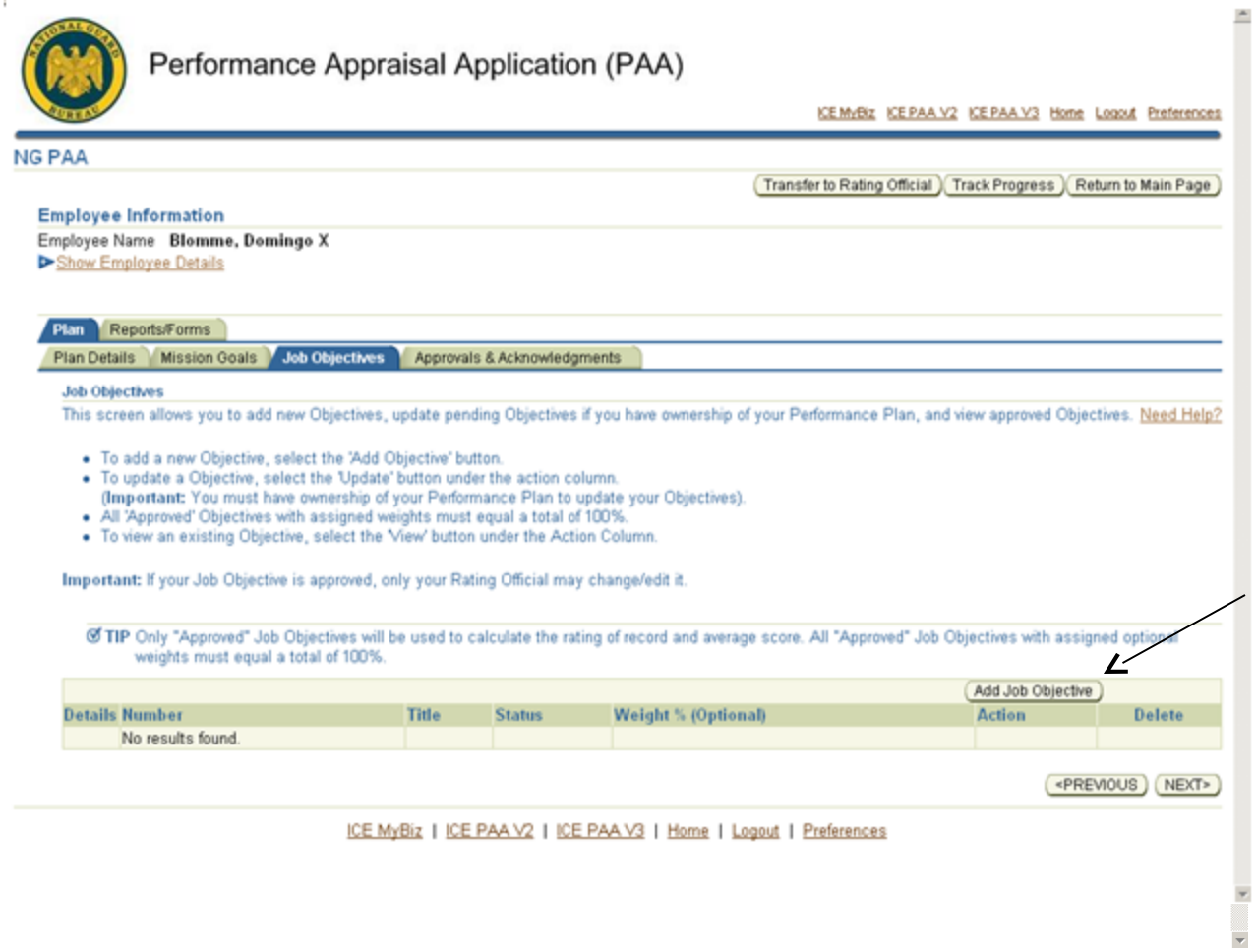
From this page the employee can transfer the plan to the Rating Official for review once it is established, track progress of the plan, change the appraisal type and date and change the Rating Official and/or Higher Level Reviewer.

Mission Goals-Employee


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
NG PAA
Transfer to Rating Official
Track Progress
Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan
Reports/Forms
Plan Details
Mission Goals
Job Objectives
Approvals & Acknowledgments
Mission Goals
This screen focuses on important information regarding your organization's goals and priorities. You may type or copy and paste information into the text box or it may be populated by your Rating Official. When done, select the 'Next' button or 'Objectives' Tab.
Need Help?
This is where you input your Mission Goals
Mission Goals
(Limit to 1400 characters)
Counter
42
<PREVIOUS
NEXT>

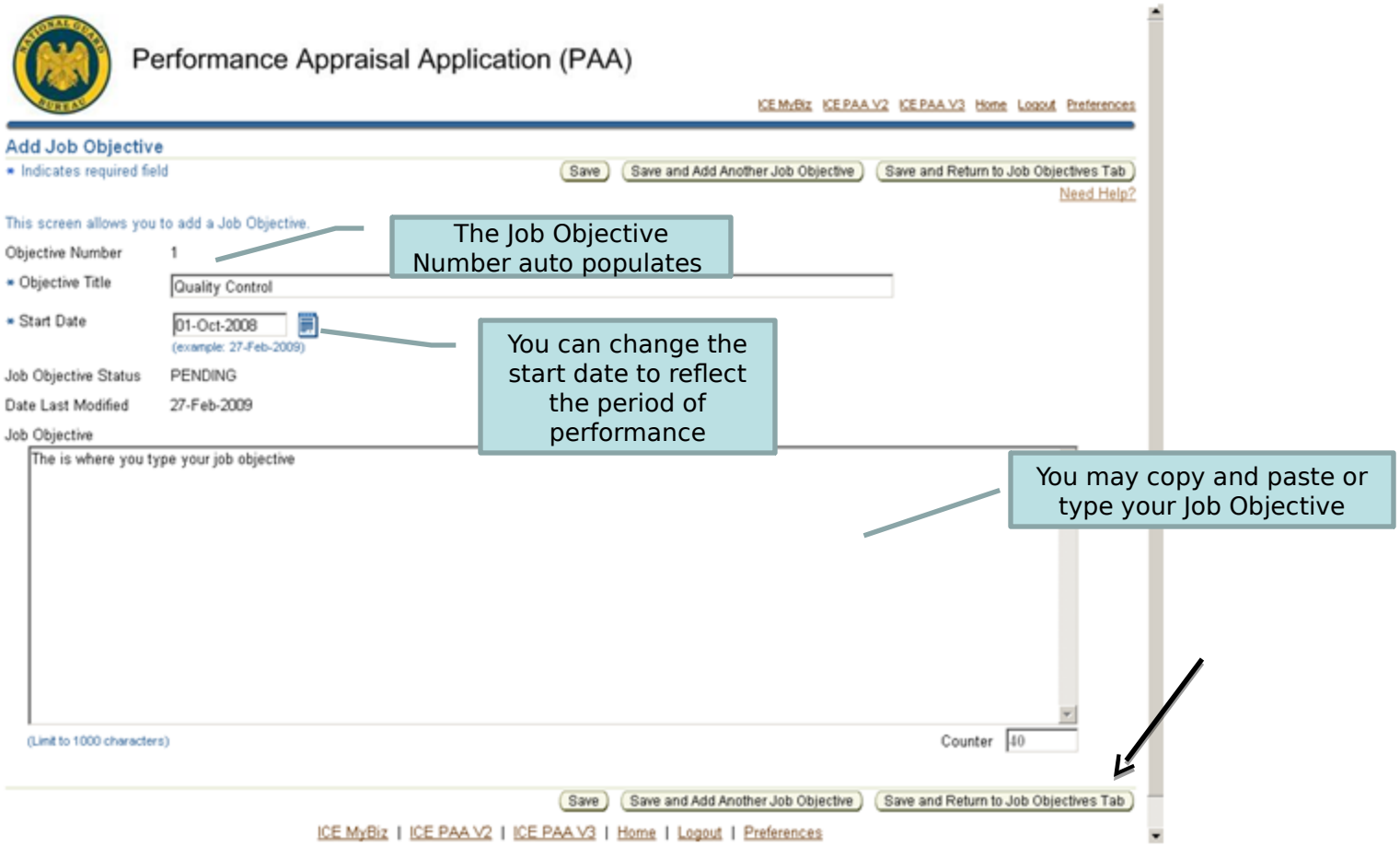
This page provides information regarding your Organization's goals and priorities. Either the Rating Official or the employee can provide this information. Select the Next button to continue.

Job Objectives-Employee


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
NG PAA
Transfer to Rating Official Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Reports/Forms
Plan Details Mission Goals Job Objectives Approvals & Acknowledgments
Job Objectives
This screen allows you to add new Objectives, update pending Objectives if you have ownership of your Performance Plan, and view approved Objectives. Need Help?
To add a new Objective, select the 'Add Objective' button.
To update a Objective, select the 'Update' button under the action column.
(Important: You must have ownership of your Performance Plan to update your Objectives).
All 'Approved' Objectives with assigned weights must equal a total of 100%.
To view an existing Objective, select the 'View' button under the Action Column.
Important: If your Job Objective is approved, only your Rating Official may change/edit it.
TIP Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "Approved" Job Objectives with assigned optional weights must equal a total of 100%.
Add Job Objective
Details Number Title Status Weight % (Optional) Action Delete
No results found.
<PREVIOUS NEXT>
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

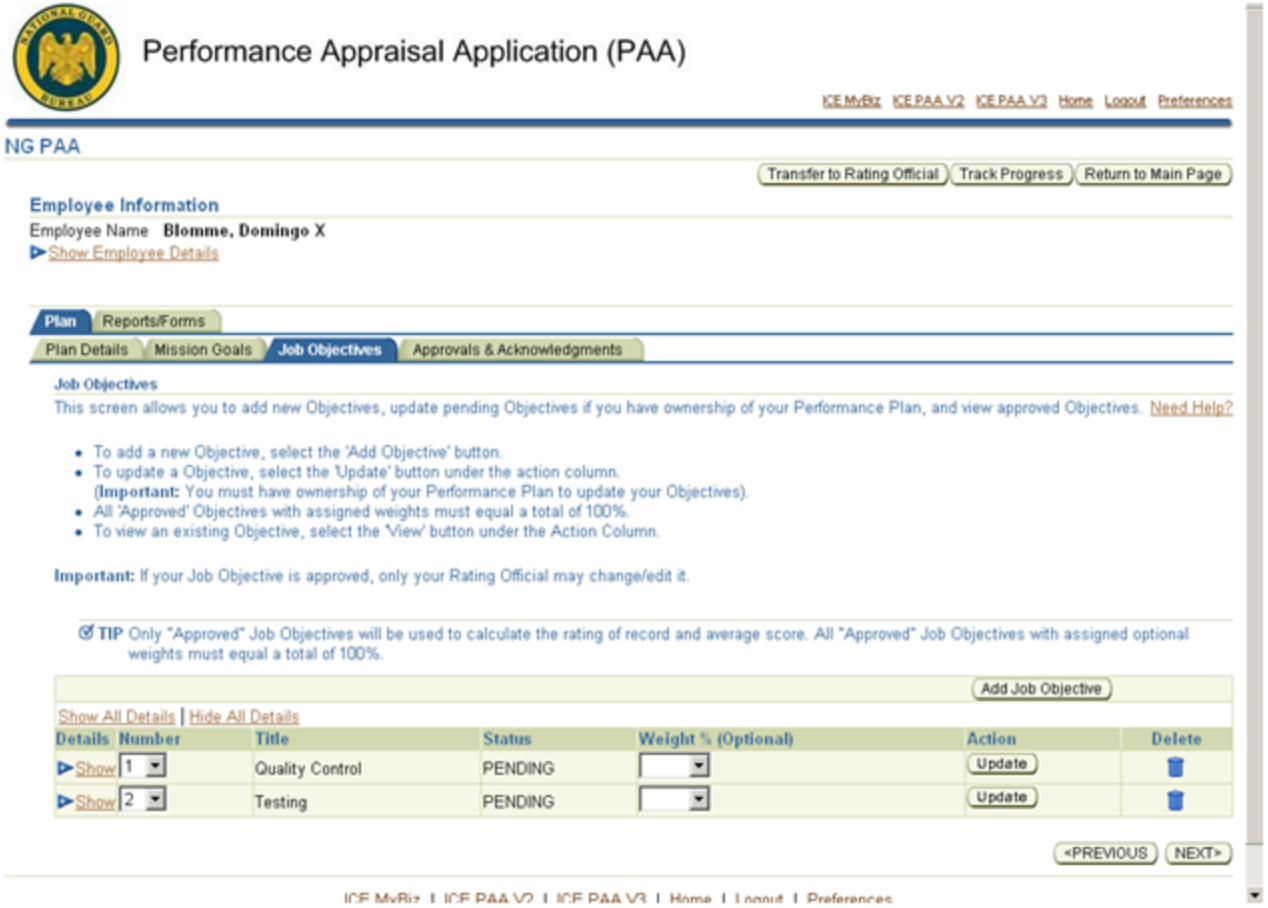
This page provides details about the status of the job objectives. The employee may add, update and view the job objectives. Select Add Job Objective button.

Job Objectives-Employee


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
Add Job Objective
• Indicates required field
Save
Save and Add Another Job Objective
Save and Return to Job Objectives Tab
Need Help?
This screen allows you to add a Job Objective.
Objective Number 1
• Objective Title Quality Control
• Start Date 01-Oct-2008
(example: 27-Feb-2009)
Job Objective Status PENDING
Date Last Modified 27-Feb-2009
Job Objective
The is where you type your job objective
(Limit to 1000 characters)
Counter 40
The Job Objective Number auto populates
You can change the start date to reflect the period of performance
You may copy and paste or type your Job Objective
Save
Save and Add Another Job Objective
Save and Return to Job Objectives Tab
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

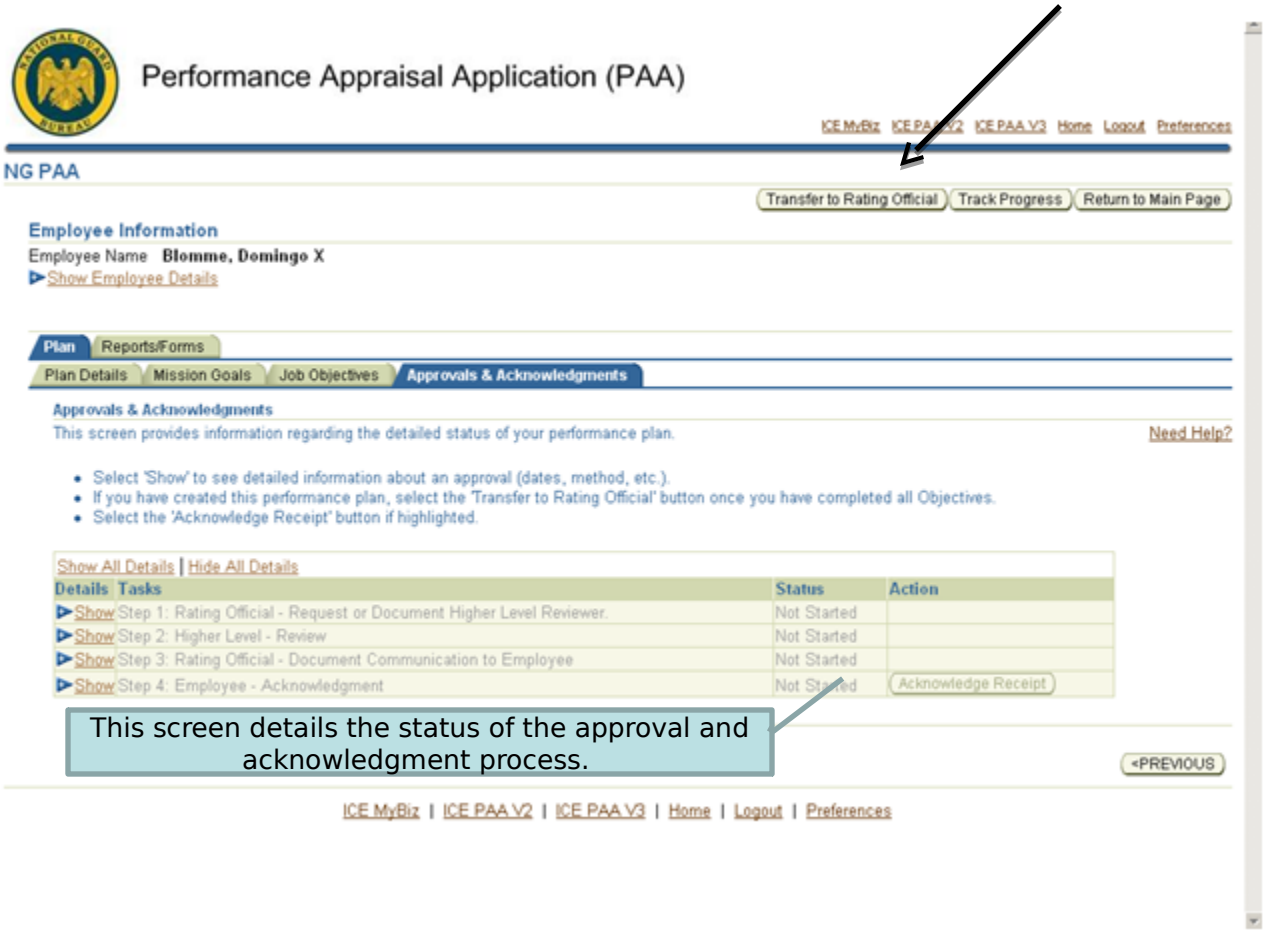
On this page the employee may copy and paste from another application or type a job objective. When the employee is done they can Save it, Save and Add Another Job Objective, or Save and Return to the Job Objectives Tab. Repeat this process until all of the job objectives are created. When complete select Save and Return to Job Objectives Tab.

Job Objectives-Employee


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
NG PAA
Transfer to Rating Official Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Reports/Forms
Plan Details Mission Goals Job Objectives Approvals & Acknowledgments
Job Objectives
This screen allows you to add new Objectives, update pending Objectives if you have ownership of your Performance Plan, and view approved Objectives. Need Help?
To add a new Objective, select the 'Add Objective' button.
To update a Objective, select the 'Update' button under the action column.
(Important: You must have ownership of your Performance Plan to update your Objectives).
All 'Approved' Objectives with assigned weights must equal a total of 100%.
To view an existing Objective, select the 'View' button under the Action Column.
Important: If your Job Objective is approved, only your Rating Official may change/edit it.
TIP Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "Approved" Job Objectives with assigned optional weights must equal a total of 100%.
Add Job Objective
Show All Details | Hide All Details
Details Number Title Status Weight % (Optional) Action Delete
Show 1 Quality Control PENDING Update
Show 2 Testing PENDING Update
<PREVIOUS NEXT>
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

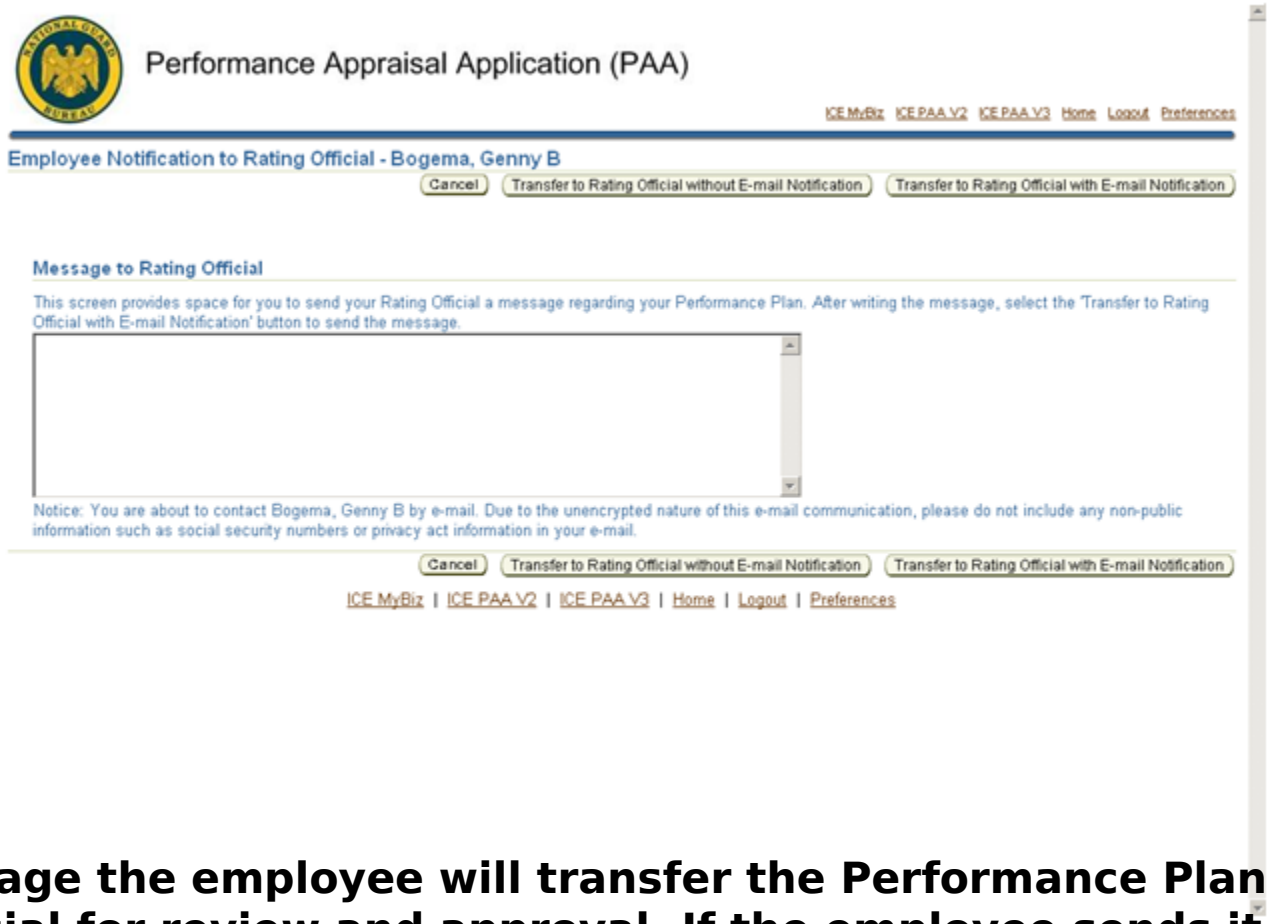
From this page the employee can add weights to the job objectives, update, add or delete a job objective. When your job objectives are complete click on the Next button.

Approvals and Acknowledgments- Employee


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
NG PAA
Transfer to Rating Official
Track Progress
Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan
Reports/Forms
Plan Details
Mission Goals
Job Objectives
Approvals & Acknowledgments
Approvals & Acknowledgments
This screen provides information regarding the detailed status of your performance plan.
Need Help?
Select 'Show' to see detailed information about an approval (dates, method, etc.).
If you have created this performance plan, select the 'Transfer to Rating Official' button once you have completed all Objectives.
Select the 'Acknowledge Receipt' button if highlighted.
Show All Details | Hide All Details
Details Tasks
Status
Action
Show Step 1: Rating Official - Request or Document Higher Level Reviewer.
Not Started
Show Step 2: Higher Level - Review
Not Started
Show Step 3: Rating Official - Document Communication to Employee
Not Started
Show Step 4: Employee - Acknowledgment
Not Started
Acknowledge Receipt
This screen details the status of the approval and acknowledgment process.
<PREVIOUS
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

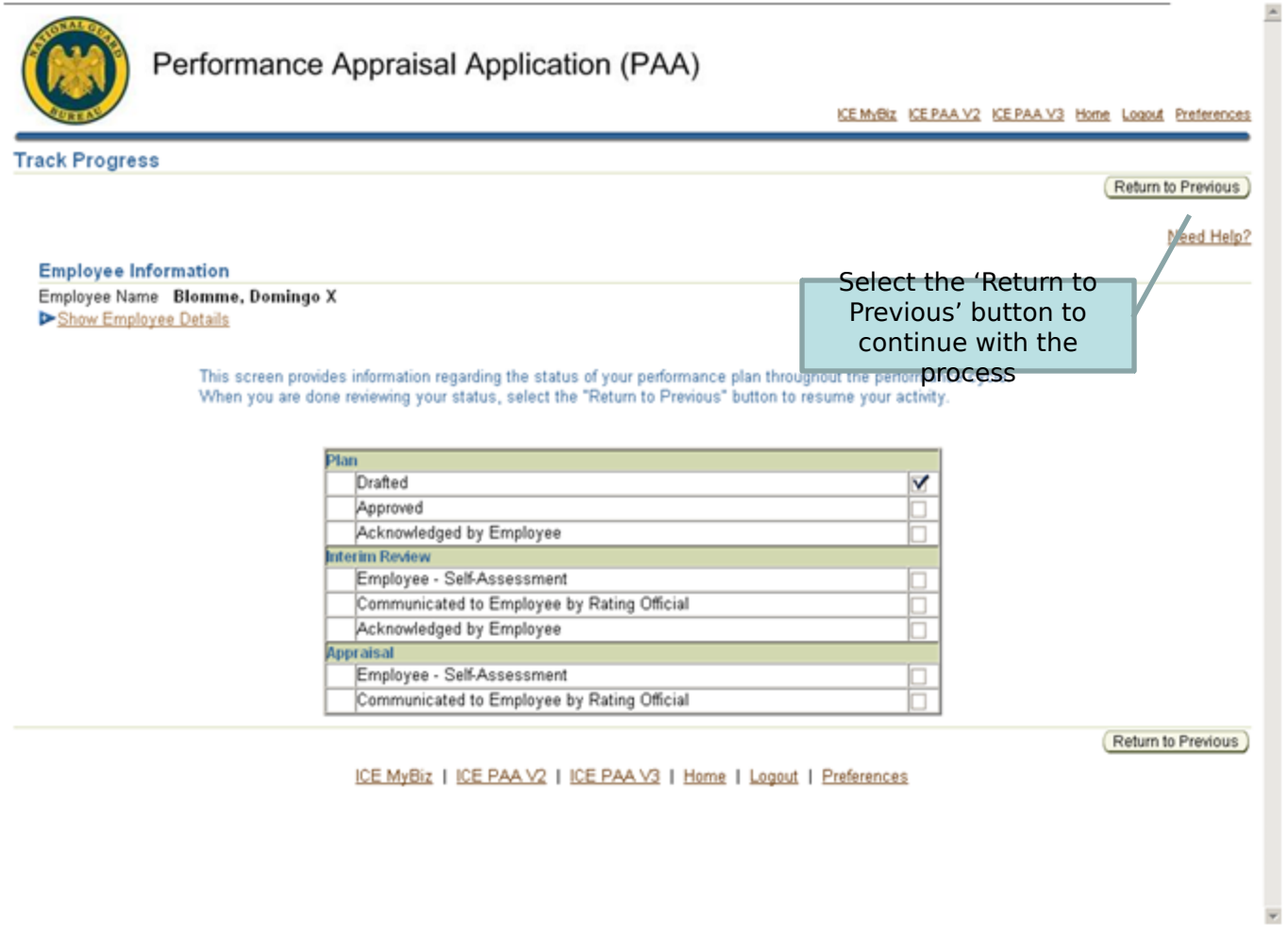
This page displays information regarding the status of the Performance Plan. From this page the employee may complete a step if it is highlighted, transfer the plan to the Rating Official, track progress or return to the Main Page. Select the Transfer to Rating Official button to continue.

Transferring to Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
Employee Notification to Rating Official - Bogema, Genny B
Cancel
Transfer to Rating Official without E-mail Notification
Transfer to Rating Official with E-mail Notification
Message to Rating Official
This screen provides space for you to send your Rating Official a message regarding your Performance Plan. After writing the message, select the 'Transfer to Rating Official with E-mail Notification' button to send the message.
Notice: You are about to contact Bogema, Genny B by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.
Cancel
Transfer to Rating Official without E-mail Notification
Transfer to Rating Official with E-mail Notification
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

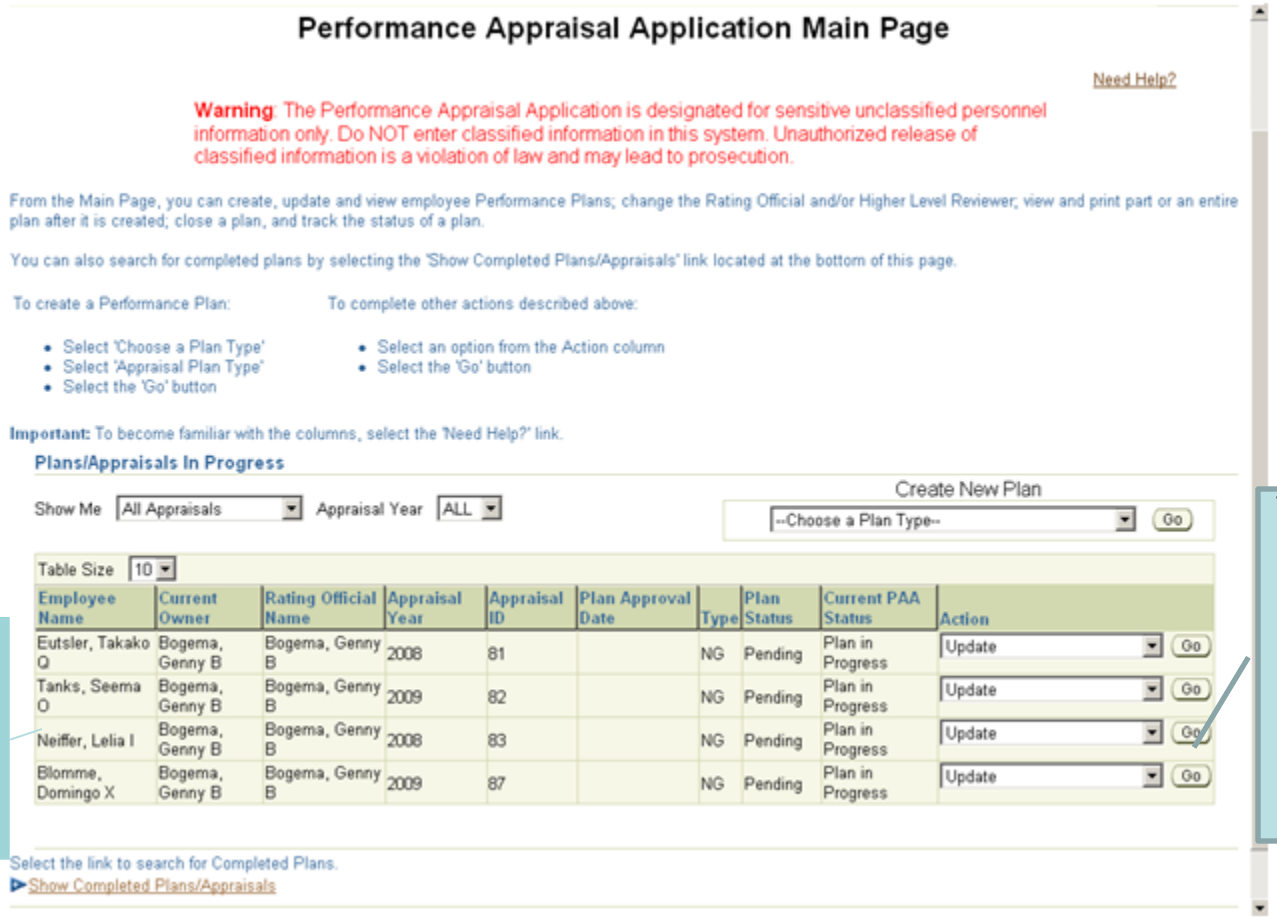
From this page the employee will transfer the Performance Plan to the Rating Official for review and approval. If the employee sends it using the Transfer to Rating Official with Email Notification option, the text box appears in the body of an email delivered to his/her email. The email address must be updated in My Biz or My Workplace for this functionality to work.

Track Progress


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
Track Progress
Return to Previous
Need Help?
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Select the 'Return to Previous' button to continue with the process
This screen provides information regarding the status of your performance plan throughout the perfor
When you are done reviewing your status, select the "Return to Previous" button to resume your activity.
Plan
Drafted
Approved
Acknowledged by Employee
Interim Review
Employee - Self-Assessment
Communicated to Employee by Rating Official
Acknowledged by Employee
Appraisal
Employee - Self-Assessment
Communicated to Employee by Rating Official
Return to Previous
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

This page displays the status of the Performance Plan throughout the cycle.

Approving a Performance Plan – Rating Official


Performance Appraisal Application Main Page
Need Help?
Warning: The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.
From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.
You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.
To create a Performance Plan:
Select 'Choose a Plan Type'
Select 'Appraisal Plan Type'
Select the 'Go' button
To complete other actions described above:
Select an option from the Action column
Select the 'Go' button
Important: To become familiar with the columns, select the 'Need Help?' link.
Plans/Appraisals In Progress
Show Me All Appraisals
Appraisal Year ALL
Create New Plan
--Choose a Plan Type--
Go
Table Size 10
Employee Name | Current Owner | Rating Official Name | Appraisal Year | Appraisal ID | Plan Approval Date | Type | Plan Status | Current PAA Status | Action
Eutsler, Takako Q | Bogema, Genny B | Bogema, Genny B | 2008 | 81 | | NG | Pending | Plan in Progress | Update Go
Tanks, Seema O | Bogema, Genny B | Bogema, Genny B | 2009 | 82 | | NG | Pending | Plan in Progress | Update Go
Neiffer, Lelia I | Bogema, Genny B | Bogema, Genny B | 2008 | 83 | | NG | Pending | Plan in Progress | Update Go
Blomme, Domingo X | Bogema, Genny B | Bogema, Genny B | 2009 | 87 | | NG | Pending | Plan in Progress | Update Go
Select the link to search for Completed Plans.
Show Completed Plans/Appraisals

This table includes information on the status of existing plans. From this screen you can view and update existing plans.

To review and approve a performance plan:

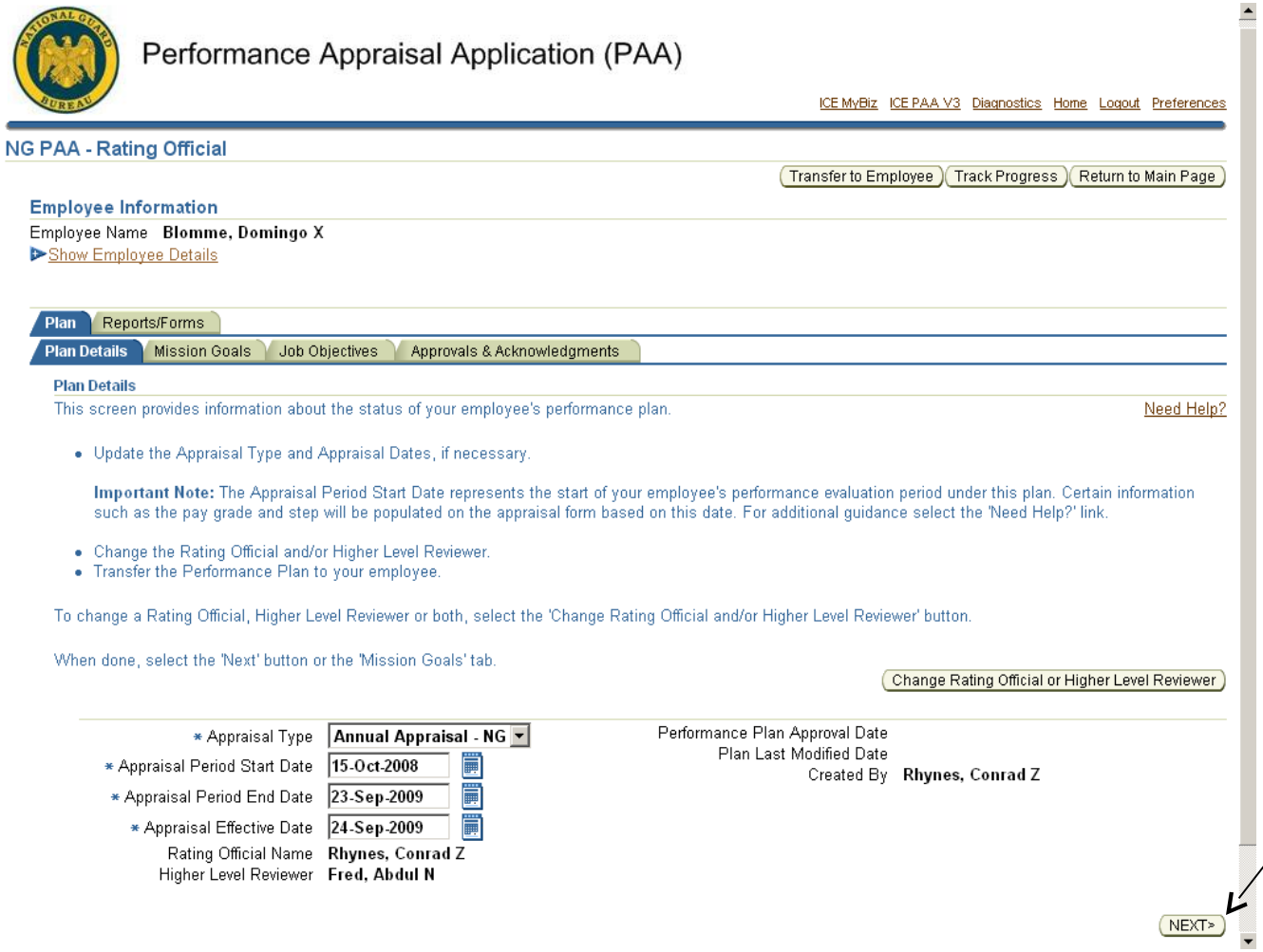
Select the employee plan.

Select Update from the drop down menu.

Select the Go button.

From the Main Page, the Rating Official can create, update and review the employee's Performance Plan, transfer a plan to the employee, view and print the entire plan after it is created and track the status of

Approving a Performance Plan – Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
NG PAA - Rating Official
Transfer to Employee Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Reports/Forms
Plan Details Mission Goals Job Objectives Approvals & Acknowledgments
Plan Details
This screen provides information about the status of your employee's performance plan.
Need Help?
Update the Appraisal Type and Appraisal Dates, if necessary.
Important Note: The Appraisal Period Start Date represents the start of your employee's performance evaluation period under this plan. Certain information such as the pay grade and step will be populated on the appraisal form based on this date. For additional guidance select the 'Need Help?' link.
Change the Rating Official and/or Higher Level Reviewer.
Transfer the Performance Plan to your employee.
To change a Rating Official, Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button.
When done, select the 'Next' button or the 'Mission Goals' tab.
Change Rating Official or Higher Level Reviewer
* Appraisal Type Annual Appraisal - NG
* Appraisal Period Start Date 15-Oct-2008
* Appraisal Period End Date 23-Sep-2009
* Appraisal Effective Date 24-Sep-2009
Rating Official Name Rhynes, Conrad Z
Higher Level Reviewer Fred, Abdul N
Performance Plan Approval Date
Plan Last Modified Date
Created By Rhynes, Conrad Z
NEXT>

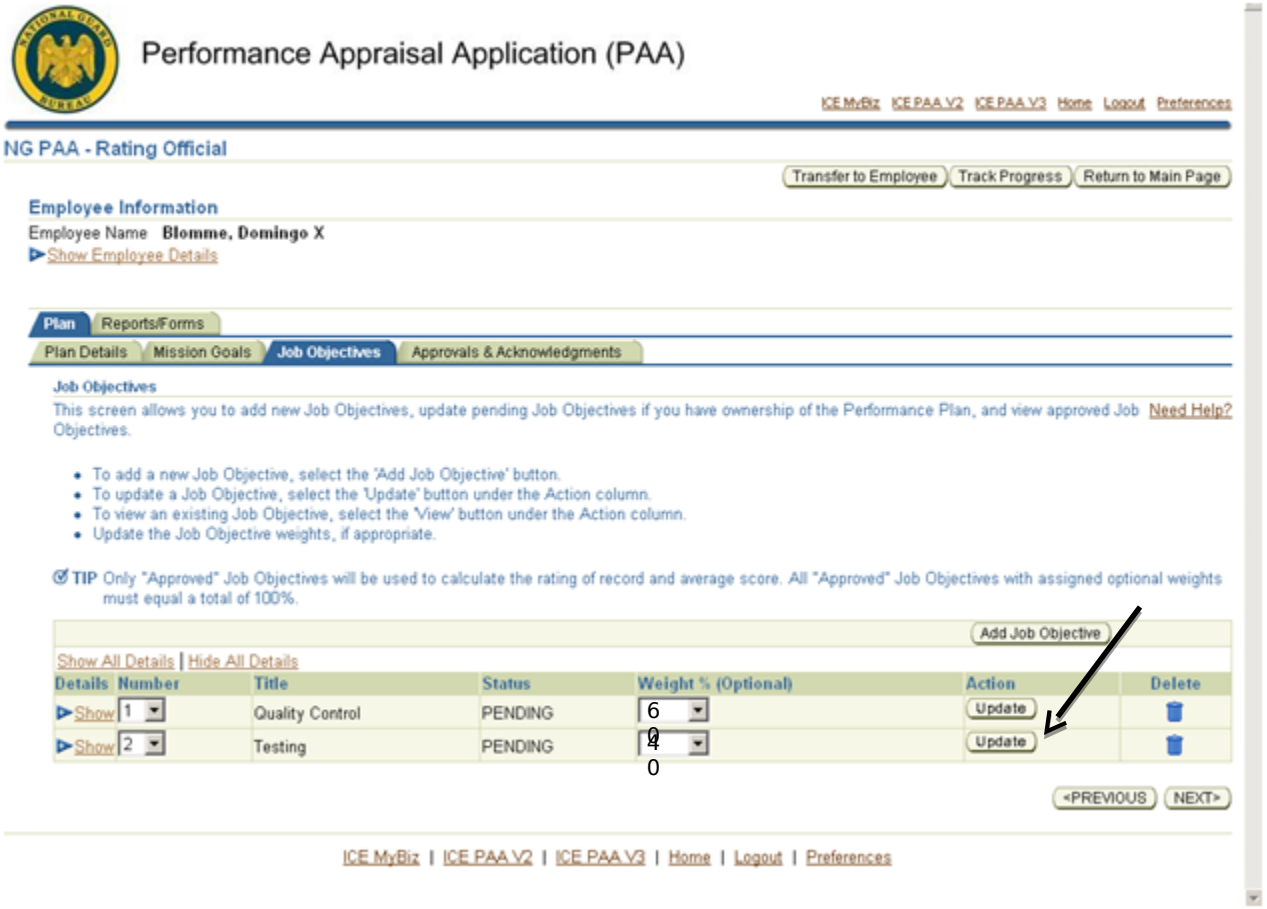
From this page the Rating Official would begin to review the plan. Select the Next button to continue.

Approving a Performance Plan – Rating Official

Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
NG PAA - Rating Official
Transfer to Employee Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Reports/Forms
Plan Details Mission Goals Job Objectives Approvals & Acknowledgments
Mission Goals
This screen focuses on important information regarding your organization's goals and priorities. You may type or copy and paste information into the text box, or it may be populated by your employee. When done, select the 'Next' button or 'Job Objective' tab.
Need Help?
This is the Mission Goals
(Limit to 1400 characters)
Counter 25
<PREVIOUS NEXT>
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

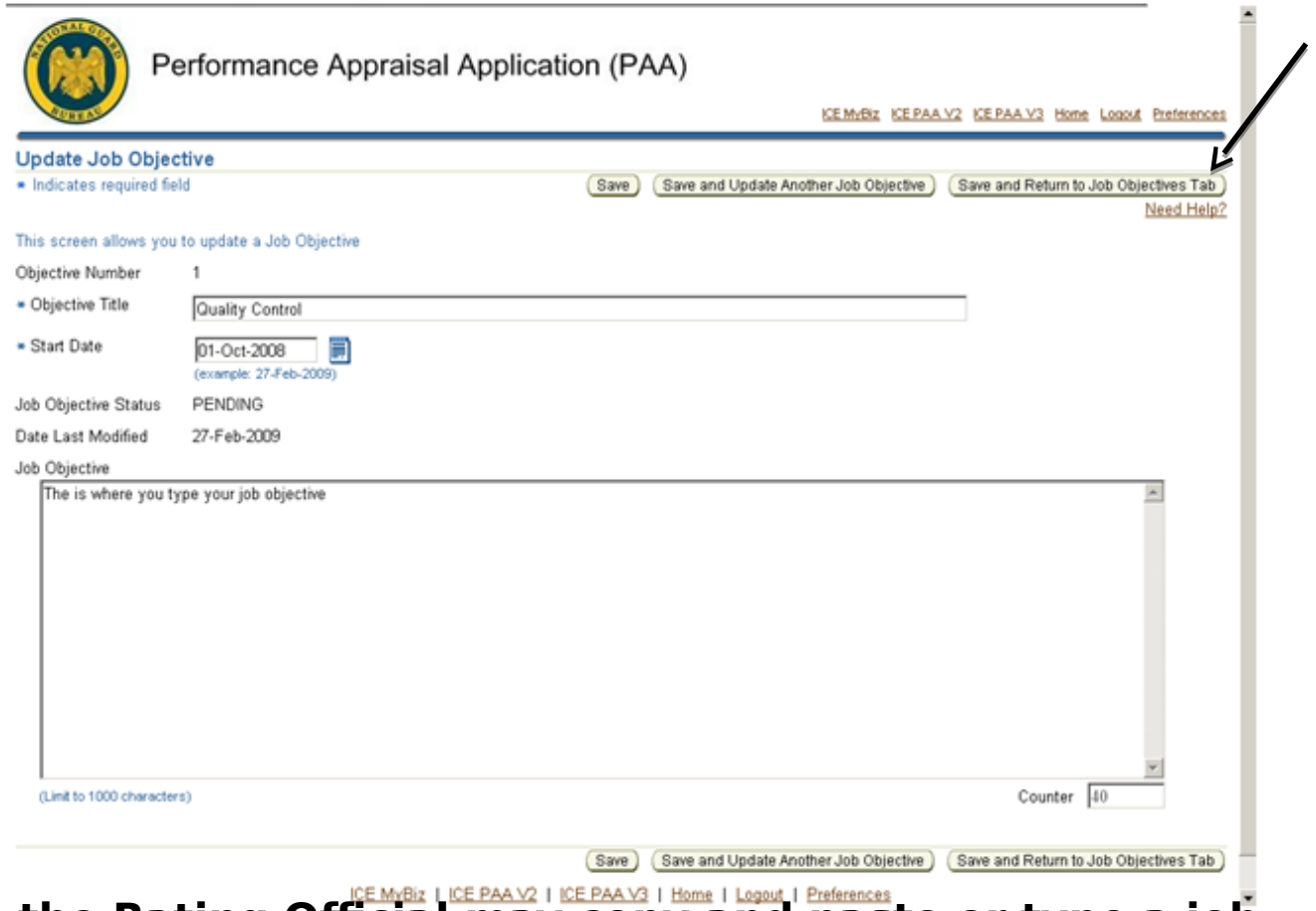
From this page the Rating Official would review the Mission Goals. Select the Next button to continue.

Approving a Performance Plan – Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
NG PAA - Rating Official
Transfer to Employee Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Reports/Forms
Plan Details Mission Goals Job Objectives Approvals & Acknowledgments
Job Objectives
This screen allows you to add new Job Objectives, update pending Job Objectives if you have ownership of the Performance Plan, and view approved Job Objectives.
Need Help?
To add a new Job Objective, select the 'Add Job Objective' button.
To update a Job Objective, select the 'Update' button under the Action column.
To view an existing Job Objective, select the 'View' button under the Action column.
Update the Job Objective weights, if appropriate.
TIP Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "Approved" Job Objectives with assigned optional weights must equal a total of 100%.
Add Job Objective
Show All Details | Hide All Details
Details Number Title Status Weight % (Optional) Action Delete
Show 1 Quality Control PENDING 60 Update
Show 2 Testing PENDING 40 Update
<PREVIOUS NEXT>
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

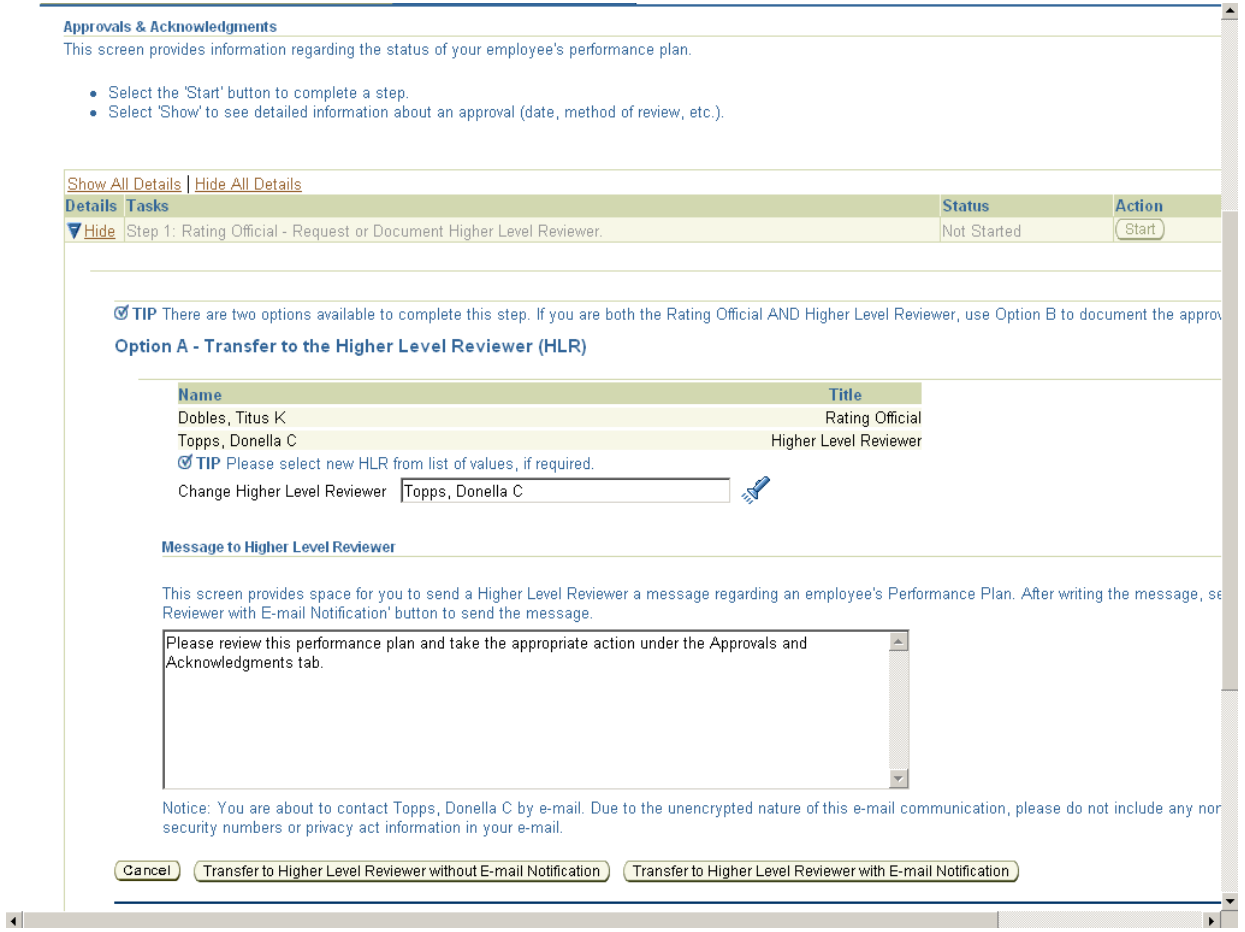
From this page the Rating Official can add weights to the employee's job objectives. The Rating Official can also update, add or delete a job objective. Select the Update button to continue.

Approving a Performance Plan – Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
Update Job Objective
* Indicates required field
Save
Save and Update Another Job Objective
Save and Return to Job Objectives Tab
Need Help?
This screen allows you to update a Job Objective
Objective Number 1
* Objective Title Quality Control
* Start Date 01-Oct-2008
(example: 27-Feb-2009)
Job Objective Status PENDING
Date Last Modified 27-Feb-2009
Job Objective
The is where you type your job objective
(Limit to 1000 characters)
Counter 40
Save
Save and Update Another Job Objective
Save and Return to Job Objectives Tab
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

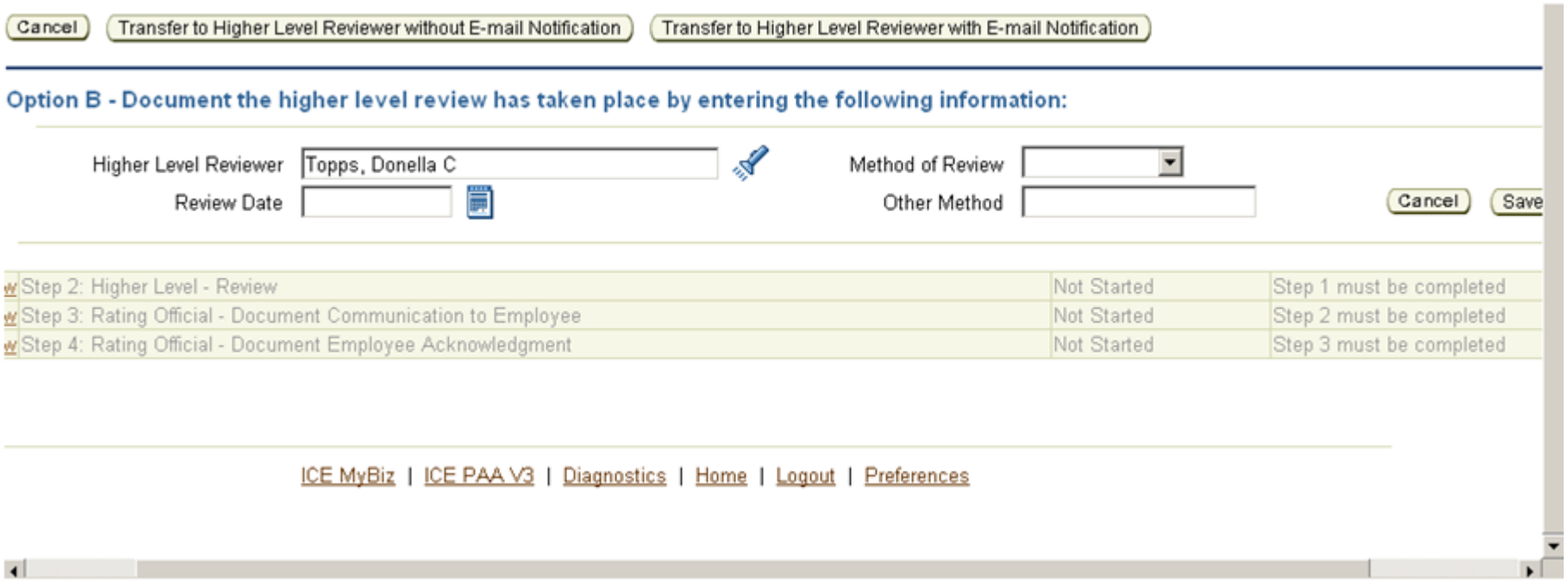
On this page the Rating Official may copy and paste or type a job objective. When the Rating Official is done he may Save it, Save and Update Another Job Objective, or Save and Return to the Job Objectives Tab. The process is repeated until all job objectives have been reviewed. Select the Save and Return to Job Objectives Tab to

Approving a Performance Plan – Rating Official


Approvals & Acknowledgments
This screen provides information regarding the status of your employee's performance plan.
Select the 'Start' button to complete a step.
Select 'Show' to see detailed information about an approval (date, method of review, etc.).
Show All Details | Hide All Details
Details
Tasks
Status
Action
Hide
Step 1: Rating Official - Request or Document Higher Level Reviewer.
Not Started
Start
TIP There are two options available to complete this step. If you are both the Rating Official AND Higher Level Reviewer, use Option B to document the approv
Option A - Transfer to the Higher Level Reviewer (HLR)
Name
Title
Dobles, Titus K
Rating Official
Topps, Donella C
Higher Level Reviewer
TIP Please select new HLR from list of values, if required.
Change Higher Level Reviewer
Topps, Donella C
Message to Higher Level Reviewer
This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Performance Plan. After writing the message, se
Reviewer with E-mail Notification' button to send the message.
Please review this performance plan and take the appropriate action under the Approvals and Acknowledgments tab.
Notice: You are about to contact Topps, Donella C by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any nor
security numbers or privacy act information in your e-mail.
Cancel
Transfer to Higher Level Reviewer without E-mail Notification
Transfer to Higher Level Reviewer with E-mail Notification

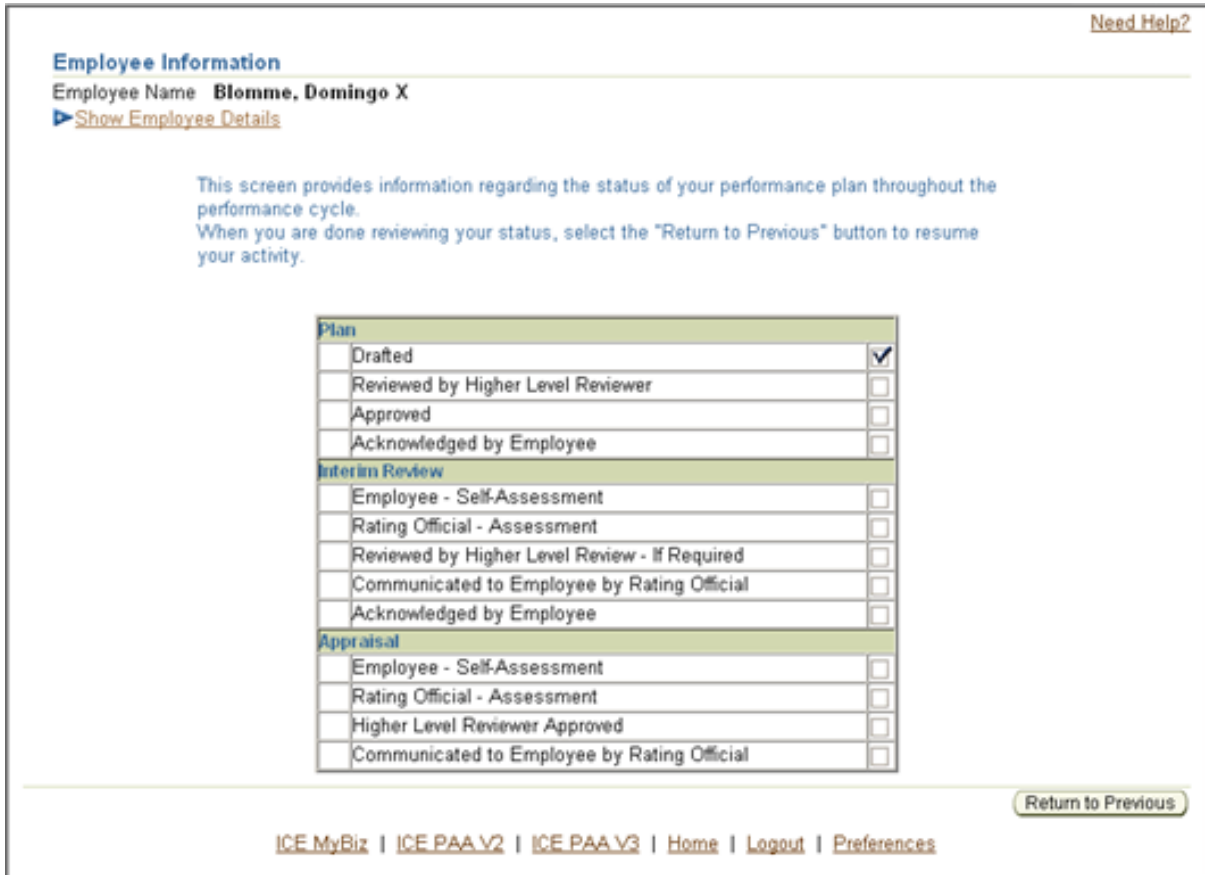
From the Approvals and Acknowledgments tab, using Option A, the Rating Official can transfer the plan to the Higher Level Reviewer for review.

Approving a Performance Plan – Rating Official


Cancel
Transfer to Higher Level Reviewer without E-mail Notification
Transfer to Higher Level Reviewer with E-mail Notification
Option B - Document the higher level review has taken place by entering the following information:
Higher Level Reviewer
Topps, Donella C
Method of Review
Review Date
Other Method
Cancel
Save
Step 2: Higher Level - Review
Not Started
Step 1 must be completed
Step 3: Rating Official - Document Communication to Employee
Not Started
Step 2 must be completed
Step 4: Rating Official - Document Employee Acknowledgment
Not Started
Step 3 must be completed
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences

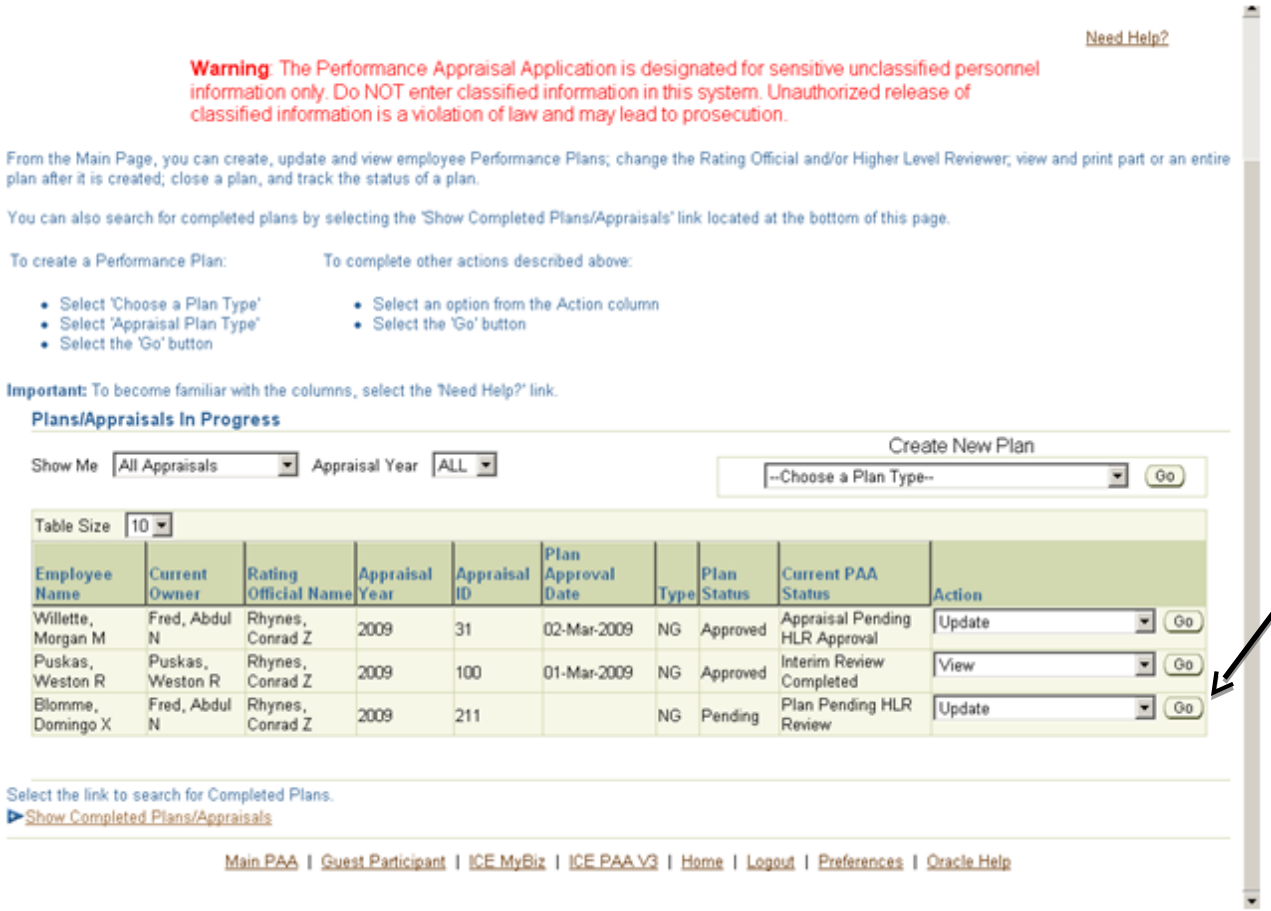
Using Option B, the Rating Official can document Higher Level Reviewer concurrence. The Rating Official completes this step once they have reviewed the plan and are ready for second-level review.

Track Progress


Need Help?
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
This screen provides information regarding the status of your performance plan throughout the performance cycle.
When you are done reviewing your status, select the "Return to Previous" button to resume your activity.
Plan
Drafted
Reviewed by Higher Level Reviewer
Approved
Acknowledged by Employee
Interim Review
Employee - Self-Assessment
Rating Official - Assessment
Reviewed by Higher Level Review - If Required
Communicated to Employee by Rating Official
Acknowledged by Employee
Appraisal
Employee - Self-Assessment
Rating Official - Assessment
Higher Level Reviewer Approved
Communicated to Employee by Rating Official
Return to Previous
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

This page displays the status of the Performance Plan throughout the cycle.

Approving a Performance Plan – Higher Level Reviewer



Need Help?

Warning: The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:
- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button

To complete other actions described above:
- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

Show Me: All Appraisals | Appraisal Year: ALL

Create New Plan: --Choose a Plan Type-- Go

Table Size: 10

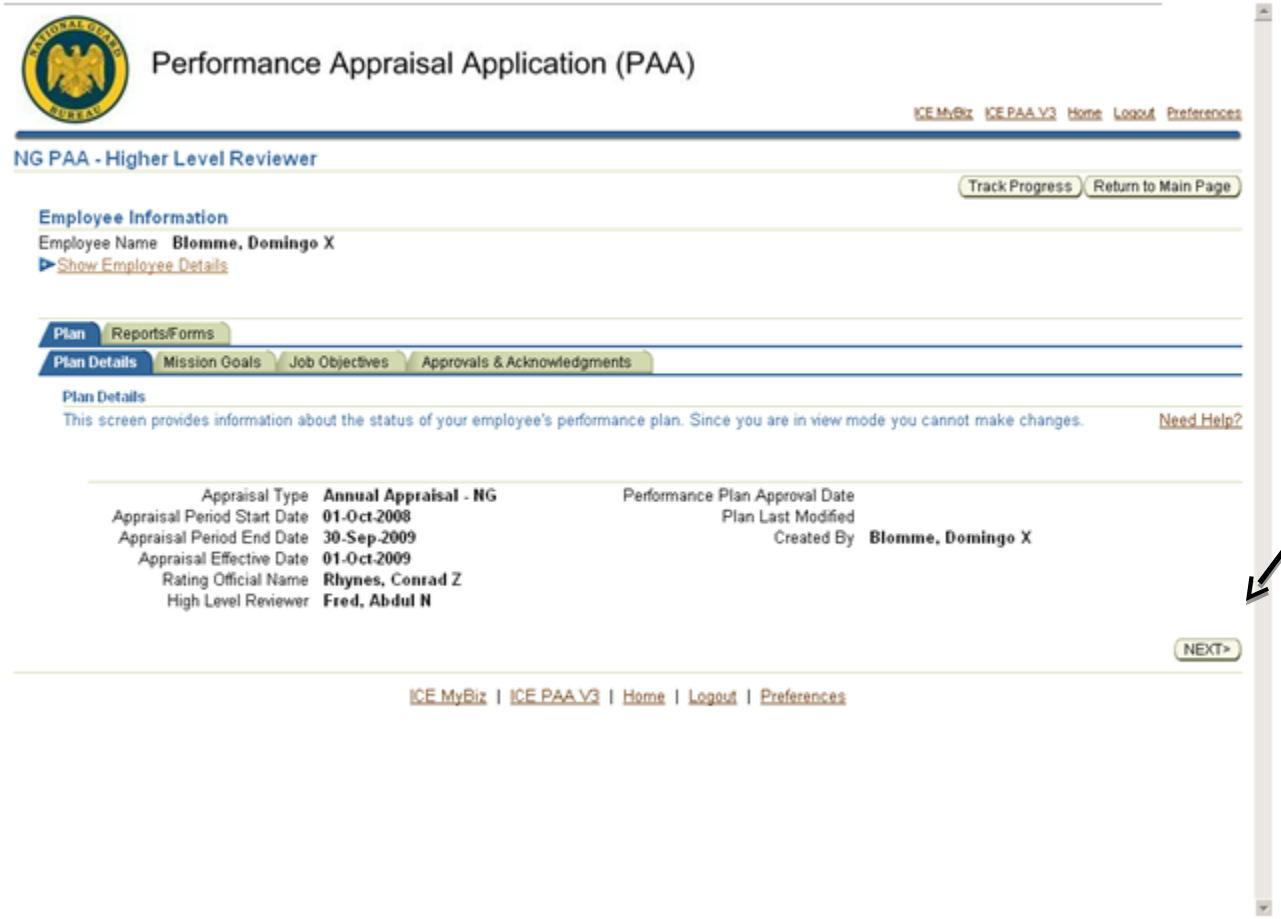
Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Willette, Morgan M	Fred, Abdul N	Rhynes, Conrad Z	2009	31	02-Mar-2009	NG	Approved	Appraisal Pending HLR Approval	Update Go
Puskas, Weston R	Puskas, Weston R	Rhynes, Conrad Z	2009	100	01-Mar-2009	NG	Approved	Interim Review Completed	View Go
Blomme, Domingo X	Fred, Abdul N	Rhynes, Conrad Z	2009	211		NG	Pending	Plan Pending HLR Review	Update Go

Select the link to search for Completed Plans.
Show Completed Plans/Appraisals

Main PAA | Guest Participant | ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences | Oracle Help

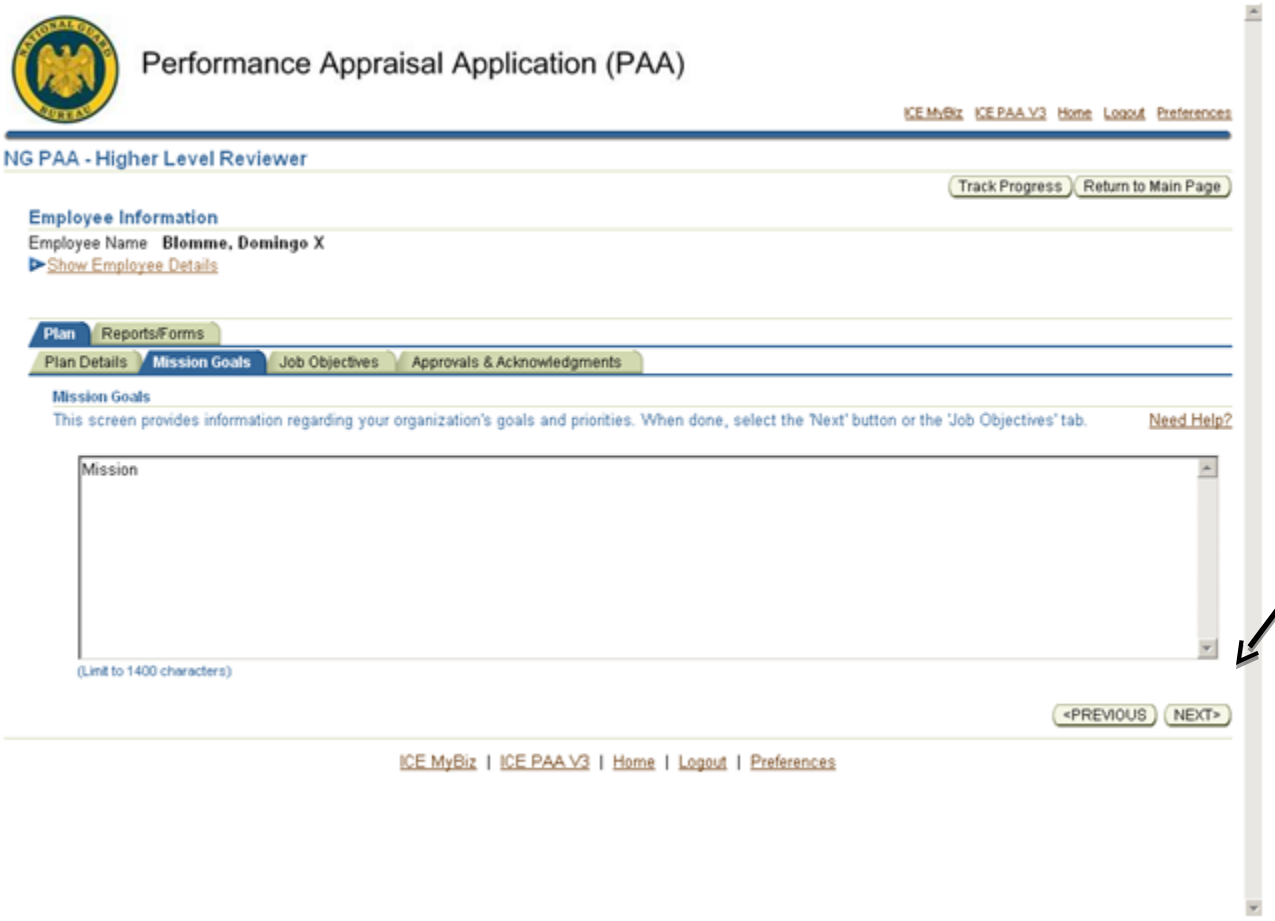
From this Main Page, the Higher Level Reviewer can review the employee's Performance Plan, view and print the entire plan after it is created and track the status of the plan. Select the Go button to continue.

Approving a Performance Plan – Higher Level Reviewer


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Home Logout Preferences
NG PAA - Higher Level Reviewer
Track Progress
Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan
Reports/Forms
Plan Details
Mission Goals
Job Objectives
Approvals & Acknowledgments
Plan Details
This screen provides information about the status of your employee's performance plan. Since you are in view mode you cannot make changes.
Need Help?
Appraisal Type Annual Appraisal - NG
Appraisal Period Start Date 01-Oct-2008
Appraisal Period End Date 30-Sep-2009
Appraisal Effective Date 01-Oct-2009
Rating Official Name Rhynes, Conrad Z
High Level Reviewer Fred, Abdul N
Performance Plan Approval Date
Plan Last Modified
Created By Blomme, Domingo X
NEXT>
ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences

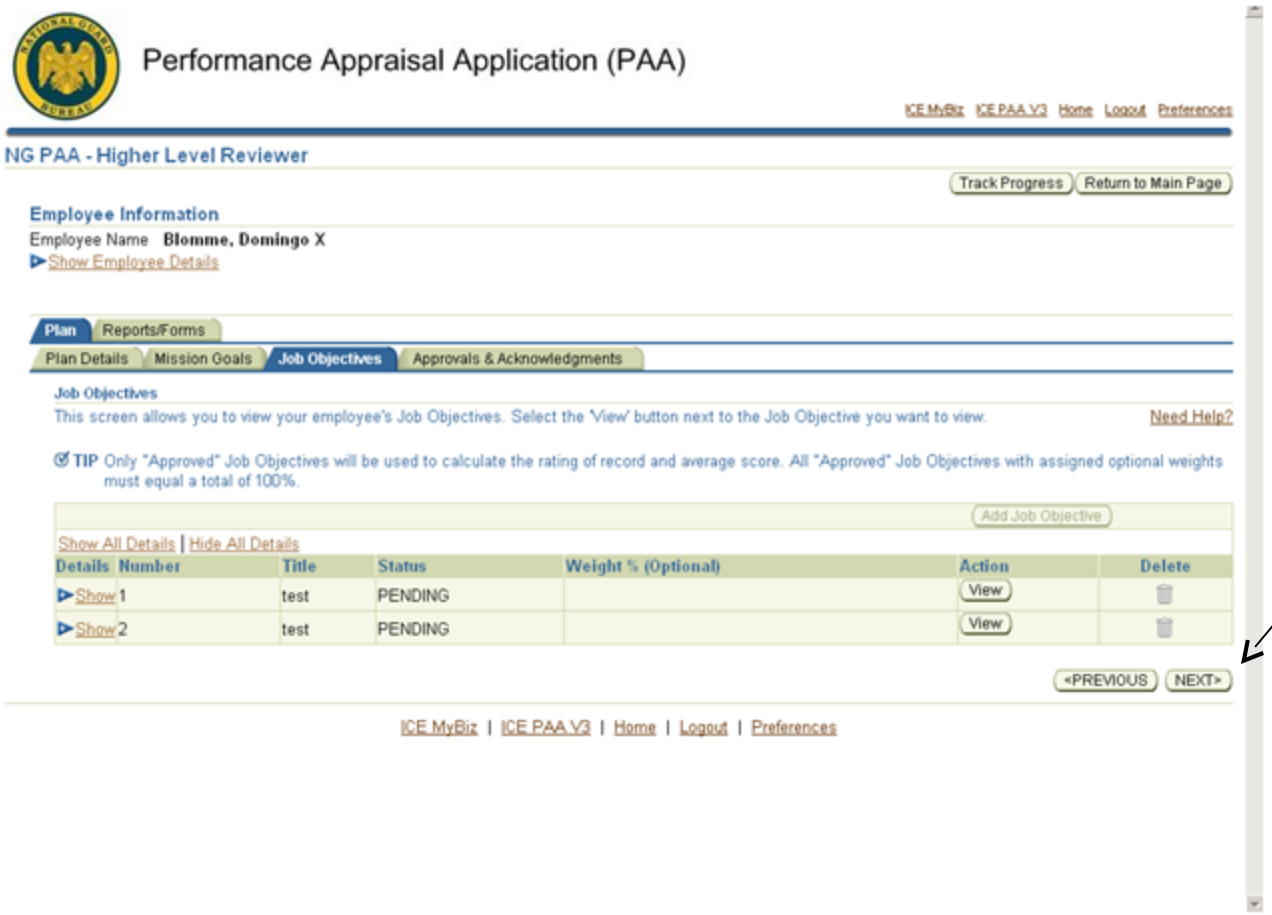
On this page the Higher Level Reviewer can review the plan details, track progress or return to the Main Page. Select the Next button to continue.

Approving a Performance Plan – Higher Level Reviewer


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Home Logout Preferences
NG PAA - Higher Level Reviewer
Track Progress
Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan
Reports/Forms
Plan Details
Mission Goals
Job Objectives
Approvals & Acknowledgments
Mission Goals
This screen provides information regarding your organization's goals and priorities. When done, select the 'Next' button or the 'Job Objectives' tab.
Need Help?
Mission
(Limit to 1400 characters)
<PREVIOUS
NEXT>
ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences

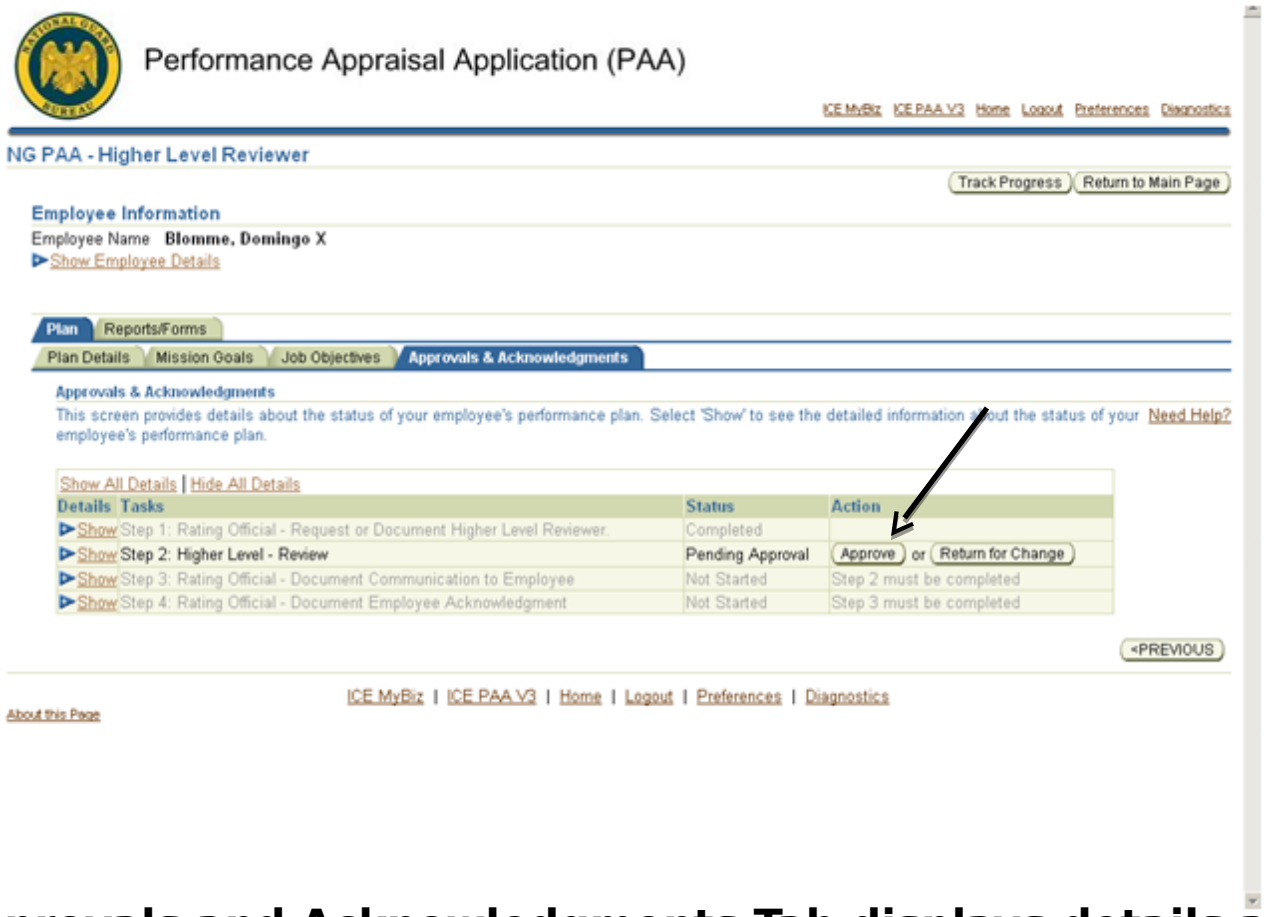
On this page the Higher Level Reviewer can review the mission goals, track progress or return to the Main Page. Select the Next button to continue.

Approving a Performance Plan – Higher Level Reviewer


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Home Logout Preferences
NG PAA - Higher Level Reviewer
Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Reports/Forms
Plan Details Mission Goals Job Objectives Approvals & Acknowledgments
Job Objectives
This screen allows you to view your employee's Job Objectives. Select the 'View' button next to the Job Objective you want to view.
Need Help?
TIP Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "Approved" Job Objectives with assigned optional weights must equal a total of 100%.
Add Job Objective
Show All Details | Hide All Details
Details Number Title Status Weight % (Optional) Action Delete
Show 1 test PENDING View
Show 2 test PENDING View
<PREVIOUS NEXT>
ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences

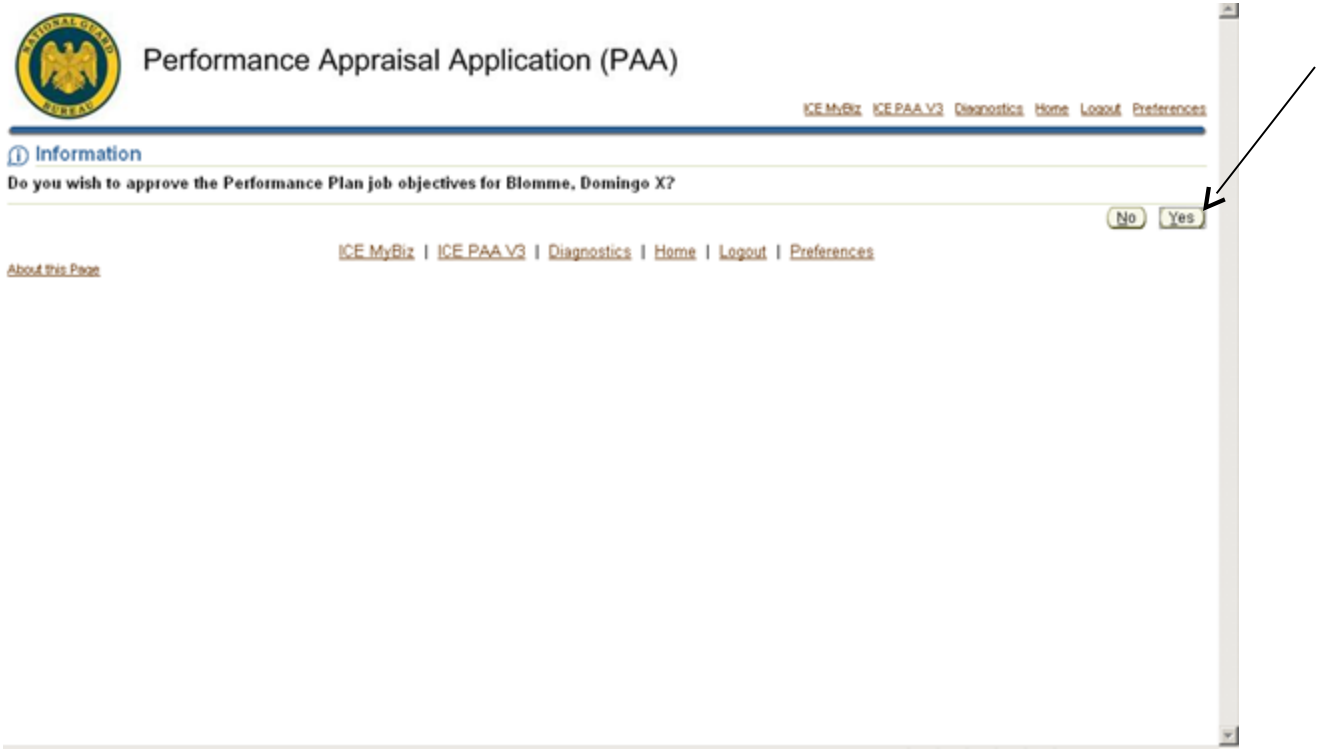
From the Job Objectives Tab the Higher Level Reviewer can view the job objectives. Select the Next button to continue.

Approving a Performance Plan – Higher Level Reviewer


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Home Logout Preferences Diagnostics
NG PAA - Higher Level Reviewer
Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Reports/Forms
Plan Details Mission Goals Job Objectives Approvals & Acknowledgments
Approvals & Acknowledgments
This screen provides details about the status of your employee's performance plan. Select 'Show' to see the detailed information about the status of your employee's performance plan.
Need Help?
Show All Details | Hide All Details
Details Tasks Status Action
Show Step 1: Rating Official - Request or Document Higher Level Reviewer. Completed
Show Step 2: Higher Level - Review Pending Approval Approve or Return for Change
Show Step 3: Rating Official - Document Communication to Employee Not Started Step 2 must be completed
Show Step 4: Rating Official - Document Employee Acknowledgment Not Started Step 3 must be completed
<PREVIOUS
ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences | Diagnostics
About this Page

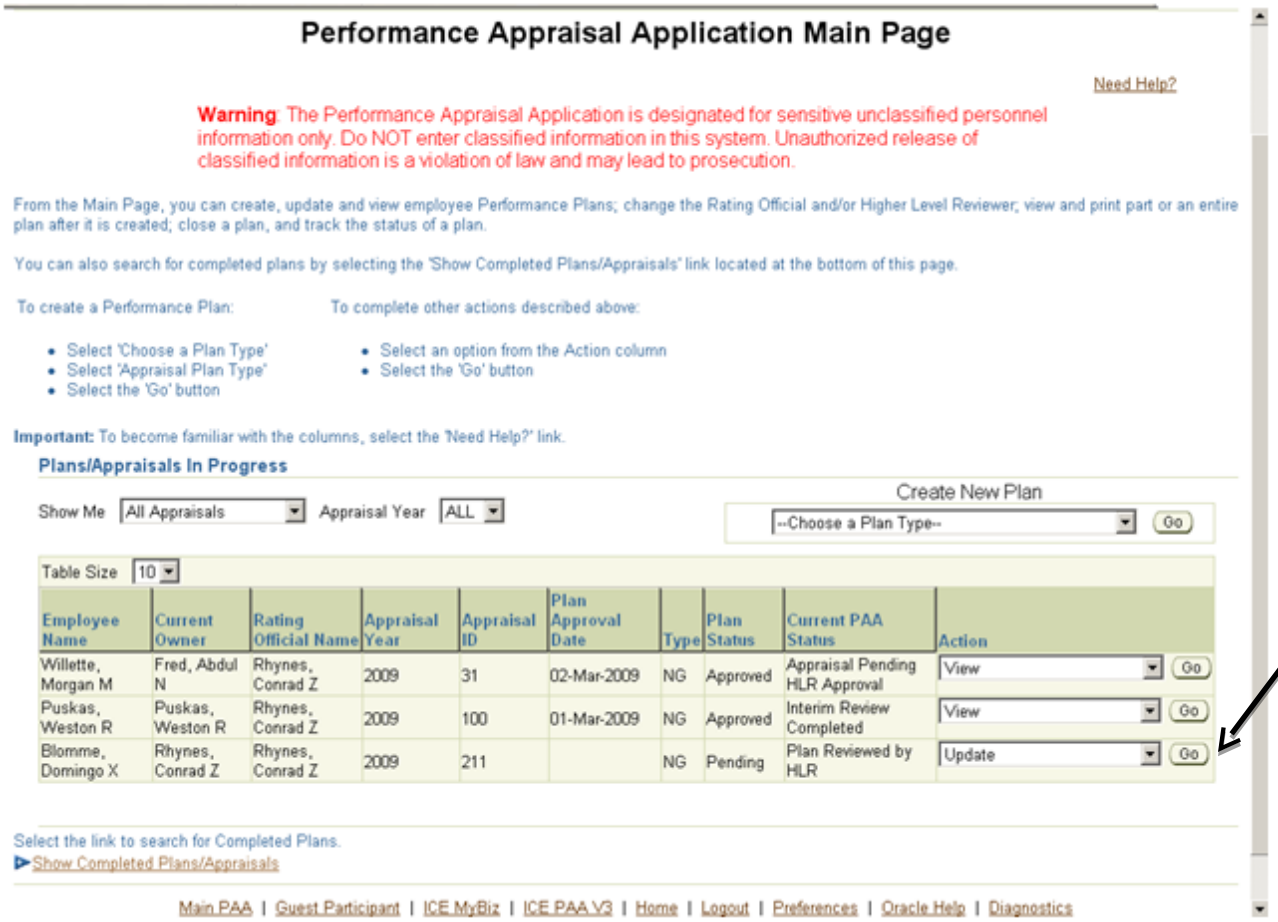
The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Performance Plan. Select the Approve button to approve the plan.

Approving a Performance Plan – Higher Level Reviewer


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
Information
Do you wish to approve the Performance Plan job objectives for Blomme, Domingo X?
No
Yes
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

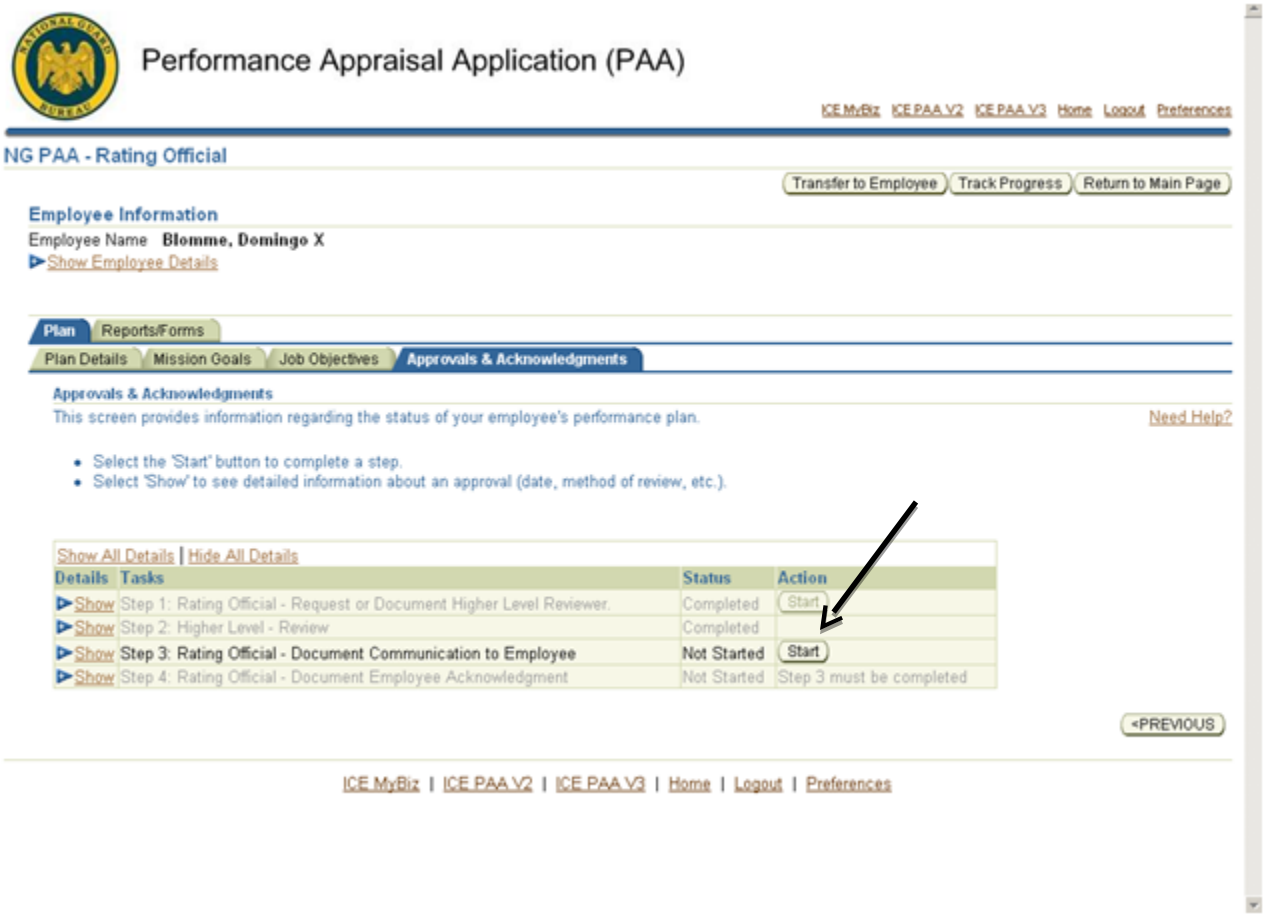
Select the Yes button to Approve the Performance Plan.

Approving a Performance Plan – Rating Official


Performance Appraisal Application Main Page
Need Help?
Warning: The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.
From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.
You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.
To create a Performance Plan:
Select 'Choose a Plan Type'
Select 'Appraisal Plan Type'
Select the 'Go' button
To complete other actions described above:
Select an option from the Action column
Select the 'Go' button
Important: To become familiar with the columns, select the 'Need Help?' link.
Plans/Appraisals In Progress
Show Me All Appraisals
Appraisal Year ALL
Create New Plan
--Choose a Plan Type--
Go
Table Size 10
Employee Name | Current Owner | Rating Official Name | Appraisal Year | Appraisal ID | Plan Approval Date | Type | Plan Status | Current PAA Status | Action
Willette, Morgan M | Fred, Abdul N | Rhynes, Conrad Z | 2009 | 31 | 02-Mar-2009 | NG | Approved | Appraisal Pending HLR Approval | View Go
Puskas, Weston R | Puskas, Weston R | Rhynes, Conrad Z | 2009 | 100 | 01-Mar-2009 | NG | Approved | Interim Review Completed | View Go
Blomme, Domingo X | Rhynes, Conrad Z | Rhynes, Conrad Z | 2009 | 211 | | NG | Pending | Plan Reviewed by HLR | Update Go
Select the link to search for Completed Plans.
Show Completed Plans/Appraisals
Main PAA | Guest Participant | ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences | Oracle Help | Diagnostics

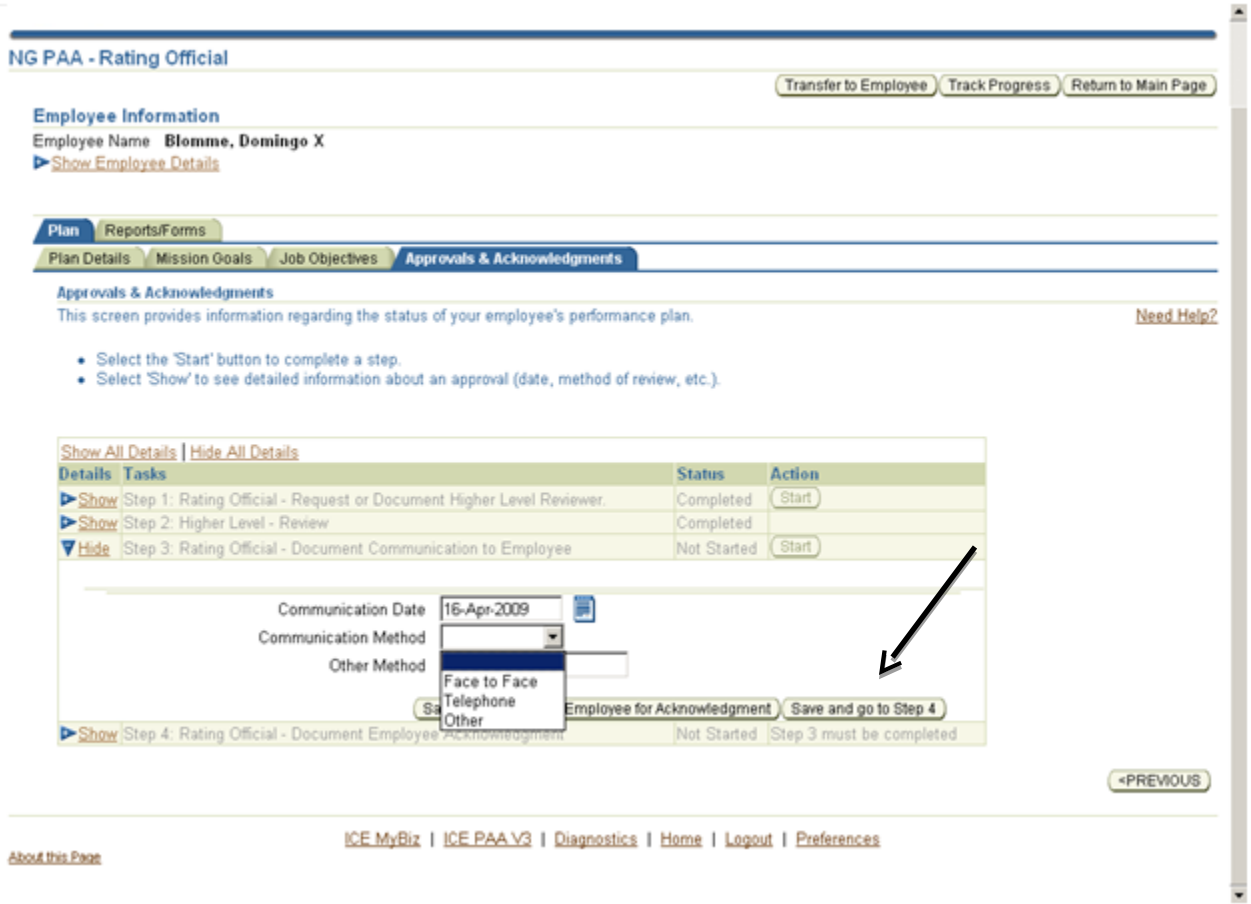
From the Main Page, the Rating Official can now begin to approve the plan. Select the Go button to continue.

Approving a Performance Plan – Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
NG PAA - Rating Official
Transfer to Employee Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Reports/Forms
Plan Details Mission Goals Job Objectives Approvals & Acknowledgments
Approvals & Acknowledgments
This screen provides information regarding the status of your employee's performance plan.
Need Help?
Select the 'Start' button to complete a step.
Select 'Show' to see detailed information about an approval (date, method of review, etc.).
Show All Details | Hide All Details
Details Tasks Status Action
Show Step 1: Rating Official - Request or Document Higher Level Reviewer. Completed Start
Show Step 2: Higher Level - Review Completed
Show Step 3: Rating Official - Document Communication to Employee Not Started Start
Show Step 4: Rating Official - Document Employee Acknowledgment Not Started Step 3 must be completed
<PREVIOUS
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

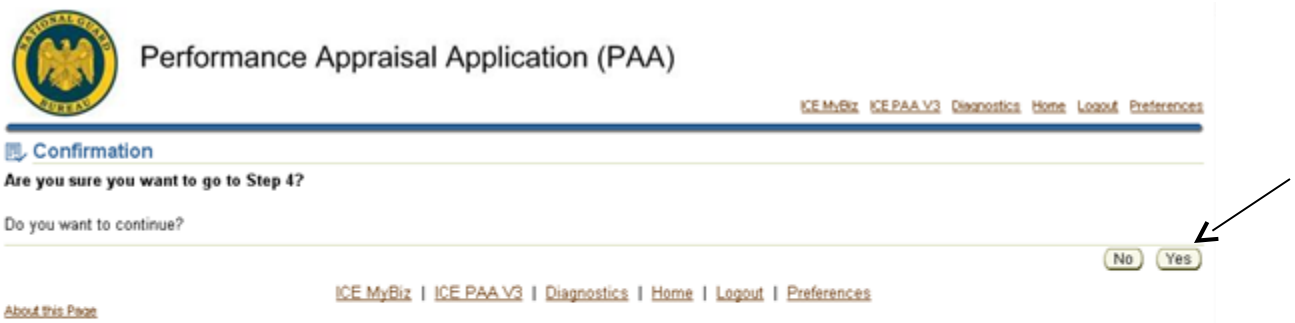
The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Performance Plan. Select the Start button to continue.

Approving a Performance Plan – Rating Official



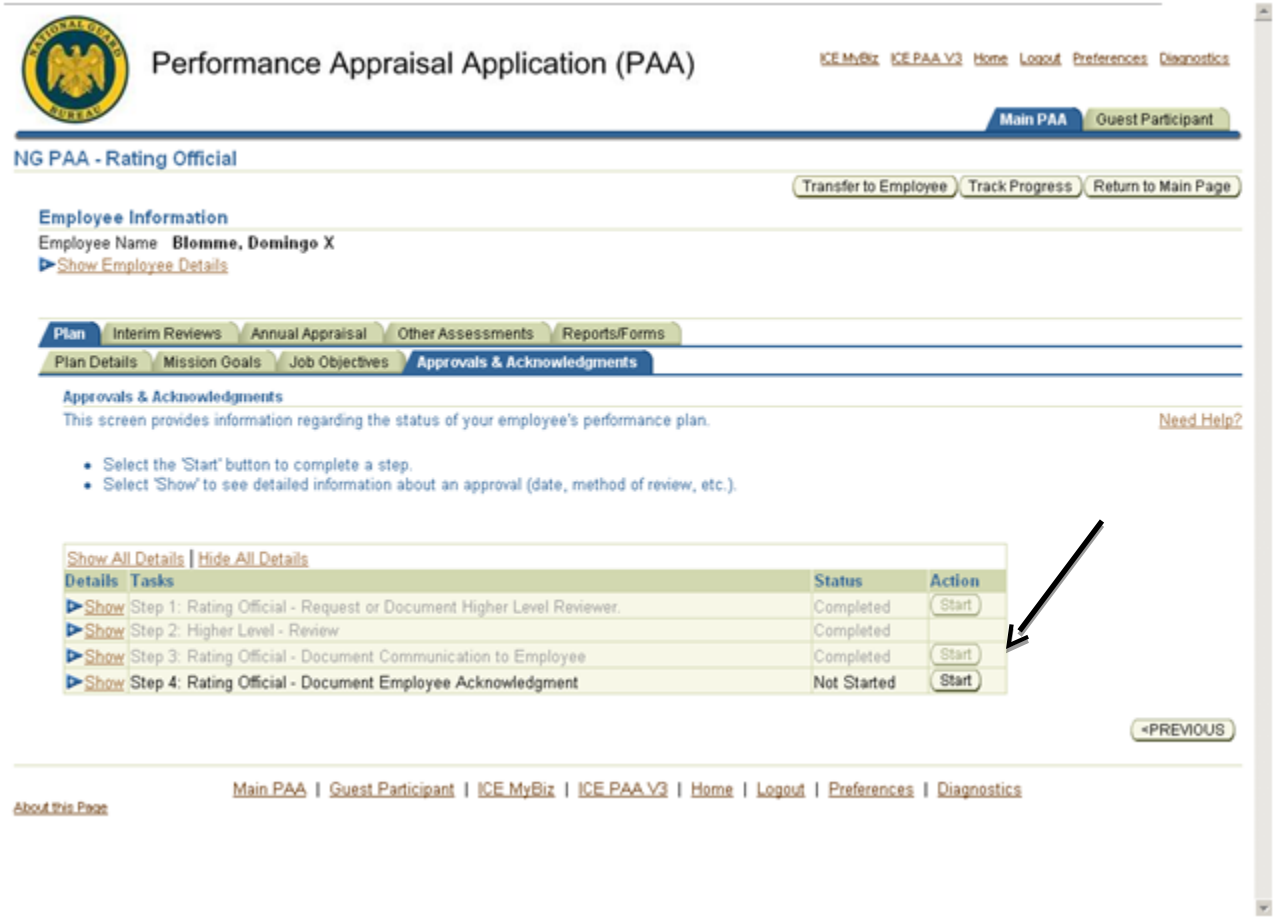
At this point the Rating Official can document communication to the employee and the acknowledgment, or transfer the plan to the employee to acknowledge.

Approving a Performance Plan – Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
Confirmation
Are you sure you want to go to Step 4?
Do you want to continue?
No
Yes
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

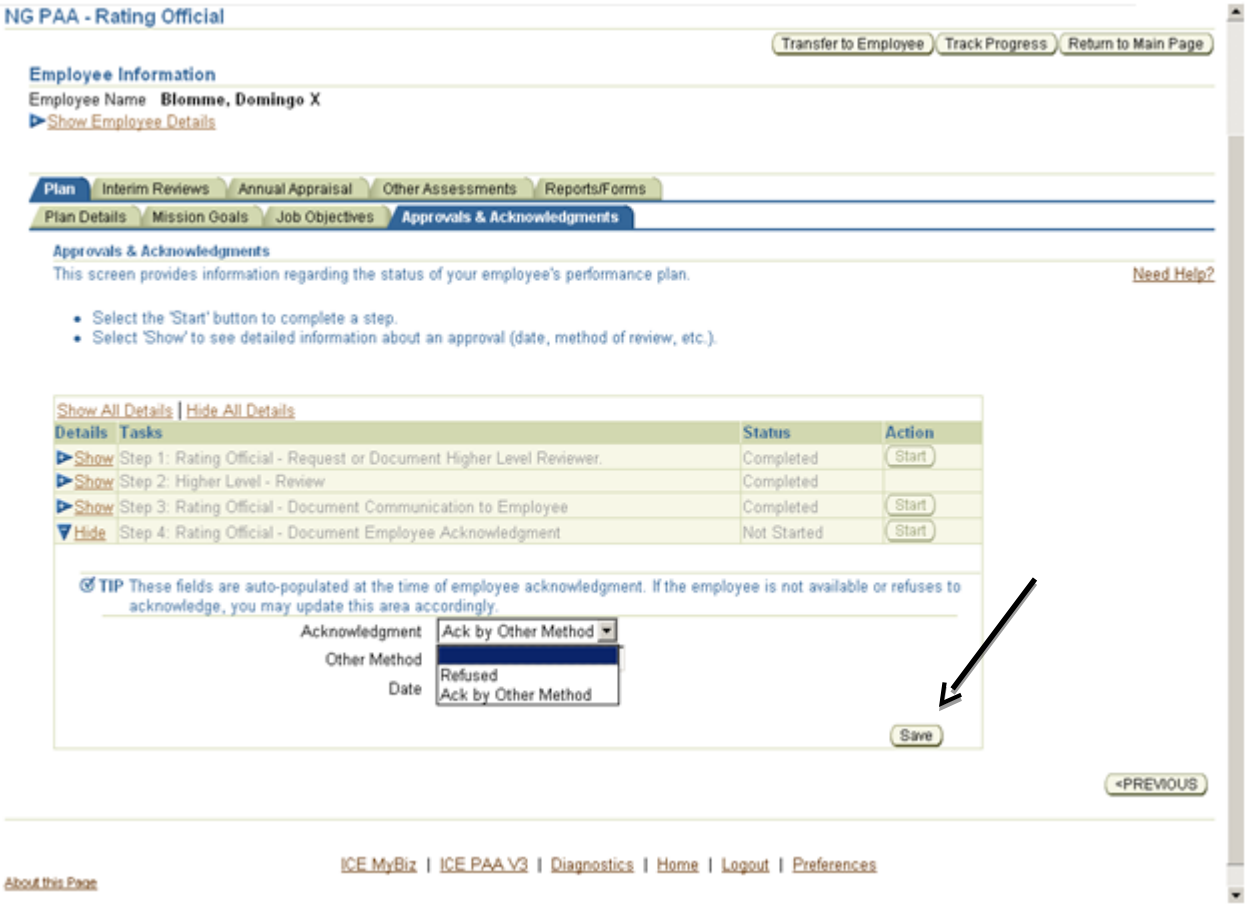
Select the Yes button to continue to step 4.

Approving a Performance Plan – Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Home Logout Preferences Diagnostics
Main PAA Guest Participant
NG PAA - Rating Official
Transfer to Employee Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms
Plan Details Mission Goals Job Objectives Approvals & Acknowledgments
Approvals & Acknowledgments
This screen provides information regarding the status of your employee's performance plan.
Need Help?
Select the 'Start' button to complete a step.
Select 'Show' to see detailed information about an approval (date, method of review, etc.).
Show All Details | Hide All Details
Details Tasks Status Action
Show Step 1: Rating Official - Request or Document Higher Level Reviewer. Completed Start
Show Step 2: Higher Level - Review Completed
Show Step 3: Rating Official - Document Communication to Employee Completed Start
Show Step 4: Rating Official - Document Employee Acknowledgment Not Started Start
<PREVIOUS
Main PAA | Guest Participant | ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences | Diagnostics
About this Page

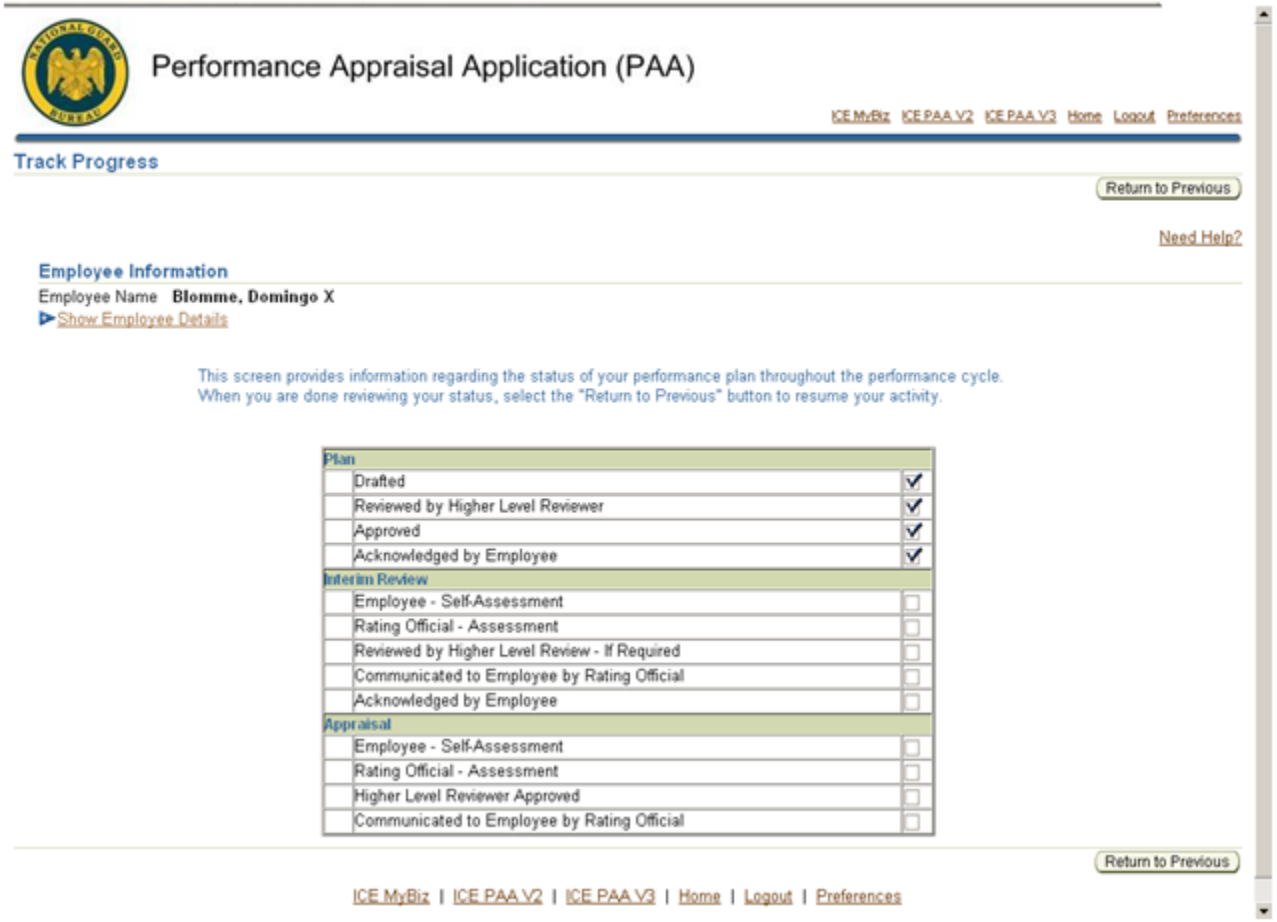
The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Performance Plan. Select the Start button to continue.

Approving a Performance Plan – Rating Official


NG PAA - Rating Official
Transfer to Employee
Track Progress
Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan
Interim Reviews
Annual Appraisal
Other Assessments
Reports/Forms
Plan Details
Mission Goals
Job Objectives
Approvals & Acknowledgments
Approvals & Acknowledgments
This screen provides information regarding the status of your employee's performance plan.
Need Help?
Select the 'Start' button to complete a step.
Select 'Show' to see detailed information about an approval (date, method of review, etc.).
Show All Details | Hide All Details
Details
Tasks
Status
Action
Show Step 1: Rating Official - Request or Document Higher Level Reviewer. Completed Start
Show Step 2: Higher Level - Review Completed
Show Step 3: Rating Official - Document Communication to Employee Completed Start
Hide Step 4: Rating Official - Document Employee Acknowledgment Not Started Start
TIP These fields are auto-populated at the time of employee acknowledgment. If the employee is not available or refuses to acknowledge, you may update this area accordingly.
Acknowledgment
Ack by Other Method
Other Method
Refused
Ack by Other Method
Date
Save
<PREVIOUS
About this Page
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences

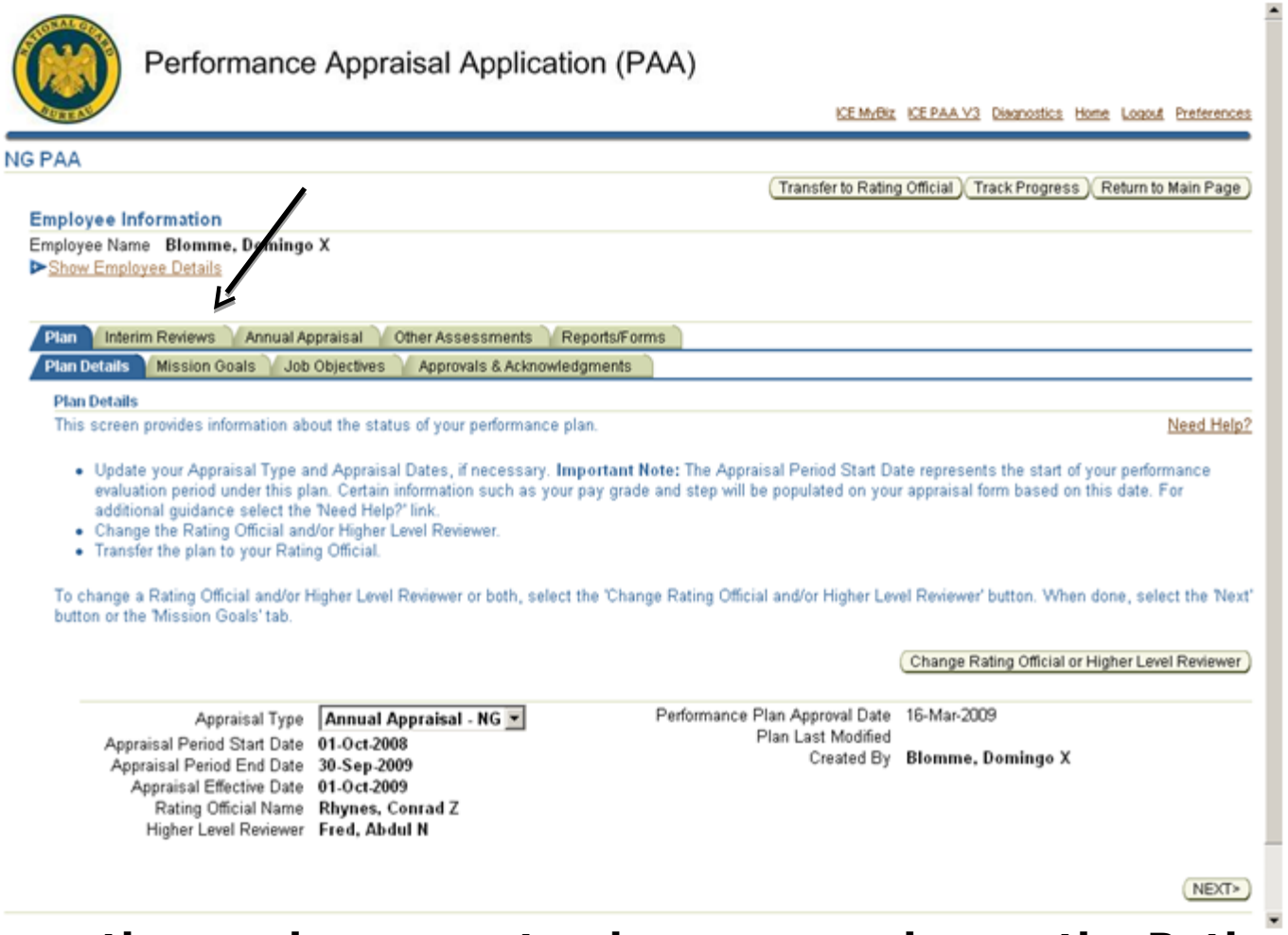
At this point the Rating Official is documenting the acknowledgment of the plan. Select the Save button then transfer the plan to the employee.

Track Progress


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
Track Progress
Return to Previous
Need Help?
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
This screen provides information regarding the status of your performance plan throughout the performance cycle.
When you are done reviewing your status, select the "Return to Previous" button to resume your activity.
Plan
Drafted
Reviewed by Higher Level Reviewer
Approved
Acknowledged by Employee
Interim Review
Employee - Self-Assessment
Rating Official - Assessment
Reviewed by Higher Level Review - If Required
Communicated to Employee by Rating Official
Acknowledged by Employee
Appraisal
Employee - Self-Assessment
Rating Official - Assessment
Higher Level Reviewer Approved
Communicated to Employee by Rating Official
Return to Previous
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

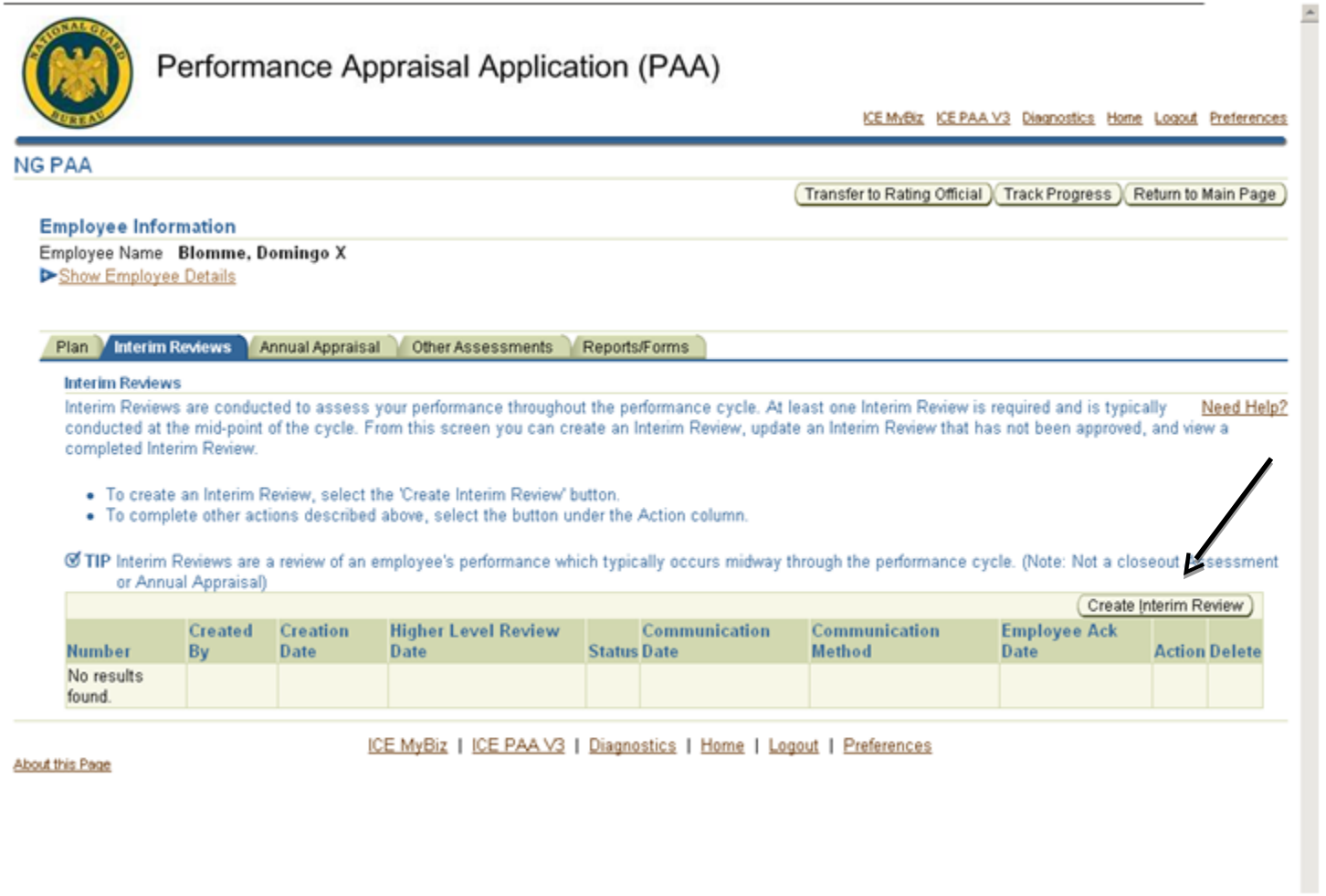
This page displays the status of the Performance Plan throughout the cycle.

Interim Review- Employee


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
NG PAA
Transfer to Rating Official
Track Progress
Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan
Interim Reviews
Annual Appraisal
Other Assessments
Reports/Forms
Plan Details
Mission Goals
Job Objectives
Approvals & Acknowledgments
Plan Details
This screen provides information about the status of your performance plan.
Need Help?
Update your Appraisal Type and Appraisal Dates, if necessary. Important Note: The Appraisal Period Start Date represents the start of your performance evaluation period under this plan. Certain information such as your pay grade and step will be populated on your appraisal form based on this date. For additional guidance select the 'Need Help?' link.
Change the Rating Official and/or Higher Level Reviewer.
Transfer the plan to your Rating Official.
To change a Rating Official and/or Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button. When done, select the 'Next' button or the 'Mission Goals' tab.
Change Rating Official or Higher Level Reviewer
Appraisal Type Annual Appraisal - NG
Appraisal Period Start Date 01-Oct-2008
Appraisal Period End Date 30-Sep-2009
Appraisal Effective Date 01-Oct-2009
Rating Official Name Rhynes, Conrad Z
Higher Level Reviewer Fred, Abdul N
Performance Plan Approval Date 16-Mar-2009
Plan Last Modified
Created By Blomme, Domingo X
NEXT

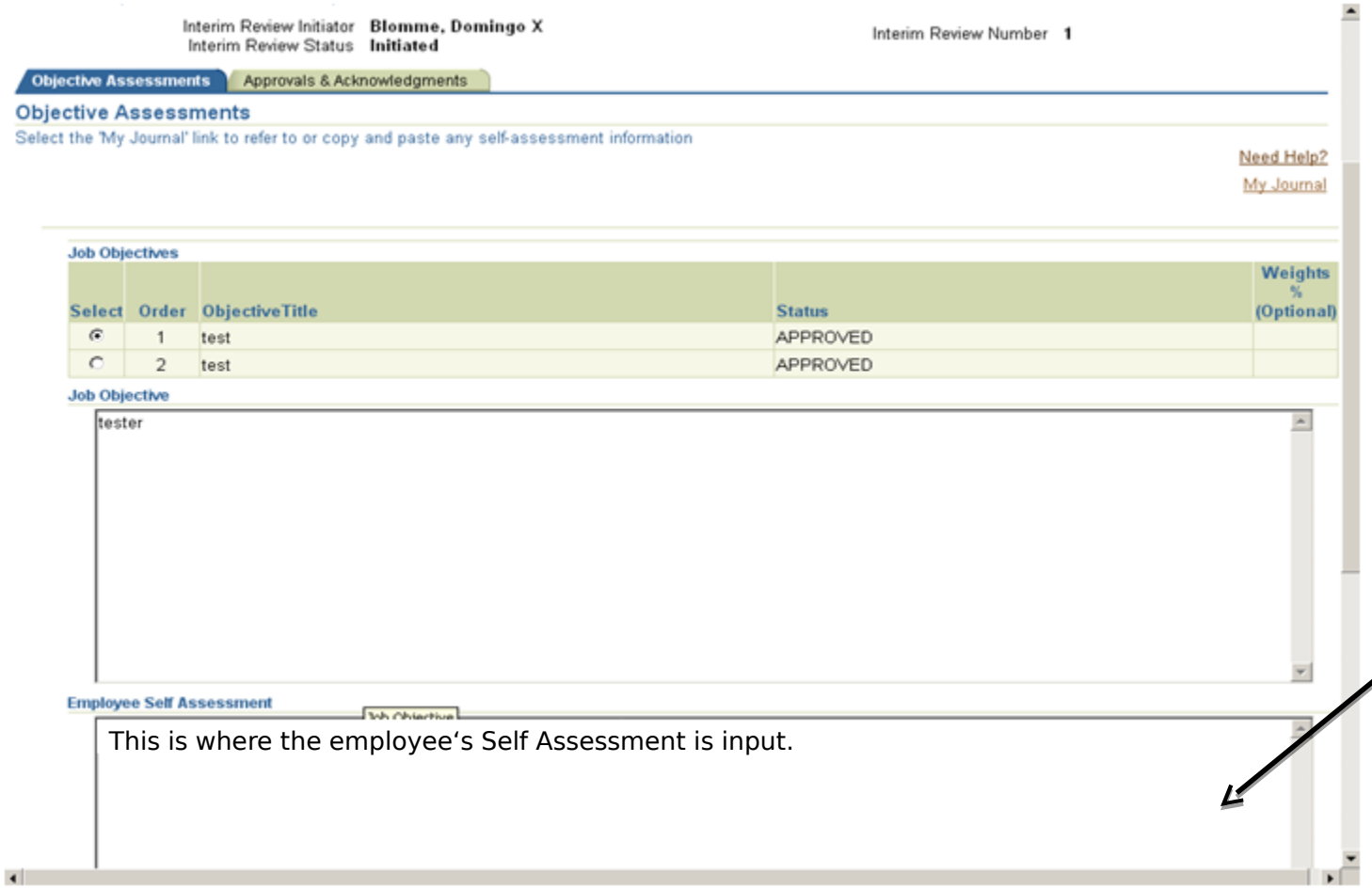
From this page the employee can track progress, change the Rating Official and Higher Level Reviewer or return to the Main Page. At this point, also notice that the Interim Reviews and Annual Appraisal Tabs are now available. Select the Interim Reviews Tab to begin the Interim

Interim Review- Employee


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
NG PAA
Transfer to Rating Official Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms
Interim Reviews
Interim Reviews are conducted to assess your performance throughout the performance cycle. At least one Interim Review is required and is typically conducted at the mid-point of the cycle. From this screen you can create an Interim Review, update an Interim Review that has not been approved, and view a completed Interim Review.
Need Help?
To create an Interim Review, select the 'Create Interim Review' button.
To complete other actions described above, select the button under the Action column.
TIP Interim Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a closeout Assessment or Annual Appraisal)
Create Interim Review
Number Created By Creation Date Higher Level Review Date Status Communication Date Communication Method Employee Ack Date Action Delete
No results found.
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

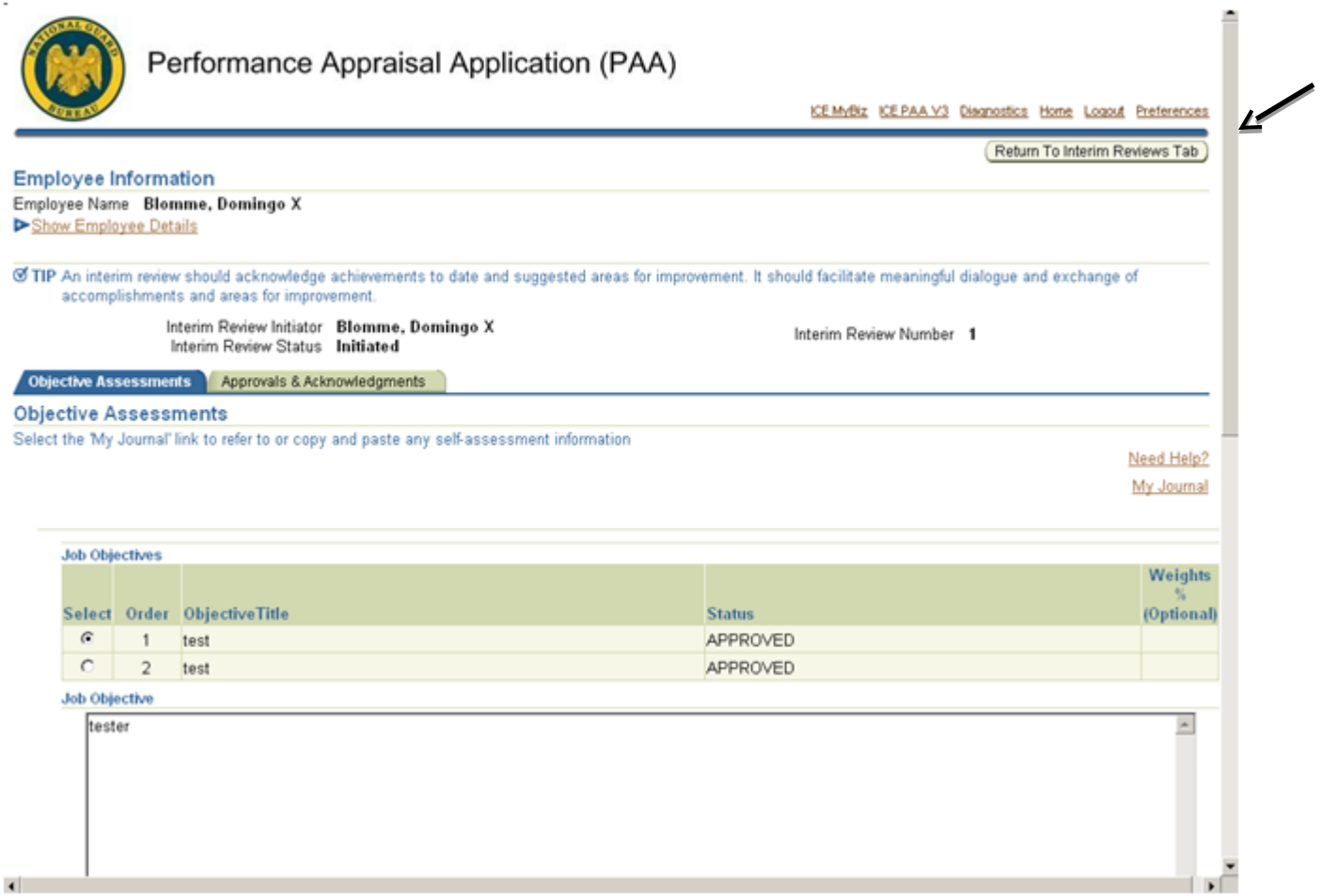
From this page the employee can create an Interim Review by selecting the Create Interim Review button.

Interim Review- Employee



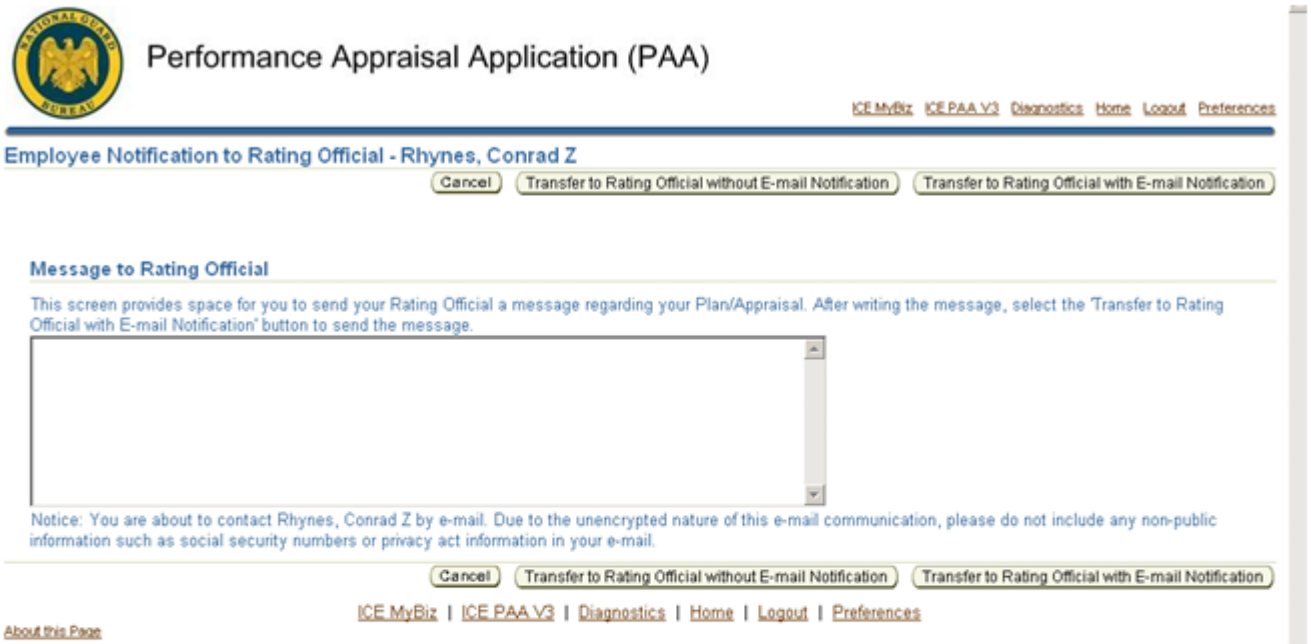
This is the place where the employee would input the Interim Review Self Assessment for each one of the job objectives.

Interim Review- Employee


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
Return To Interim Reviews Tab
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
TIP An interim review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.
Interim Review Initiator Blomme, Domingo X
Interim Review Status Initiated
Interim Review Number 1
Objective Assessments
Approvals & Acknowledgments
Objective Assessments
Select the 'My Journal' link to refer to or copy and paste any self-assessment information
Need Help?
My Journal
Job Objectives
Select
Order
ObjectiveTitle
Status
Weights % (Optional)
1 test APPROVED
2 test APPROVED
Job Objective
tester

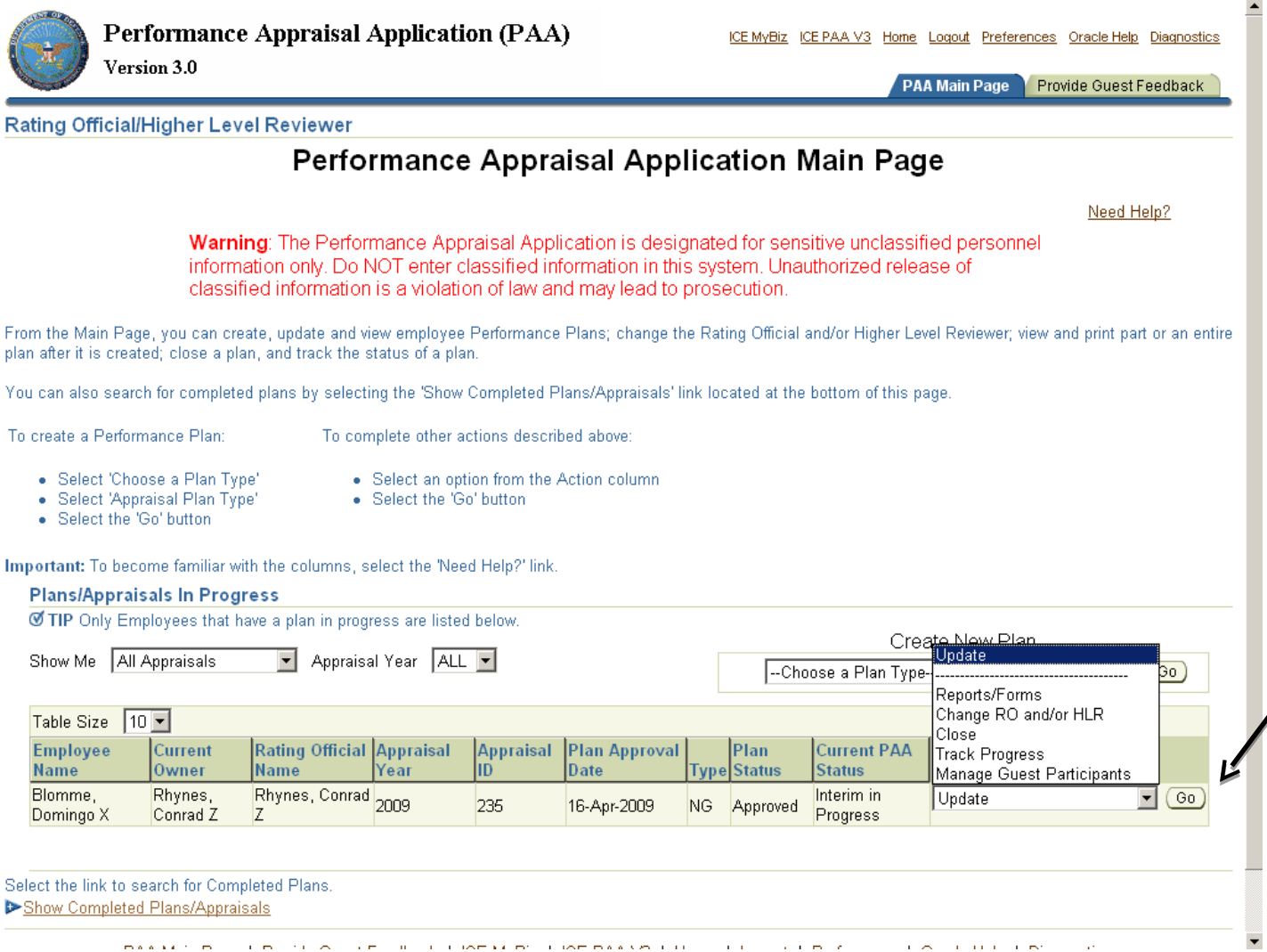
After the Interim Review Self Assessments have been entered for each job objective, click the Return to Interim Reviews Tab.

Interim Review- Employee


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
Employee Notification to Rating Official - Rhynes, Conrad Z
Cancel
Transfer to Rating Official without E-mail Notification
Transfer to Rating Official with E-mail Notification
Message to Rating Official
This screen provides space for you to send your Rating Official a message regarding your Plan/Appraisal. After writing the message, select the 'Transfer to Rating Official with E-mail Notification' button to send the message.
Notice: You are about to contact Rhynes, Conrad Z by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.
Cancel
Transfer to Rating Official without E-mail Notification
Transfer to Rating Official with E-mail Notification
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

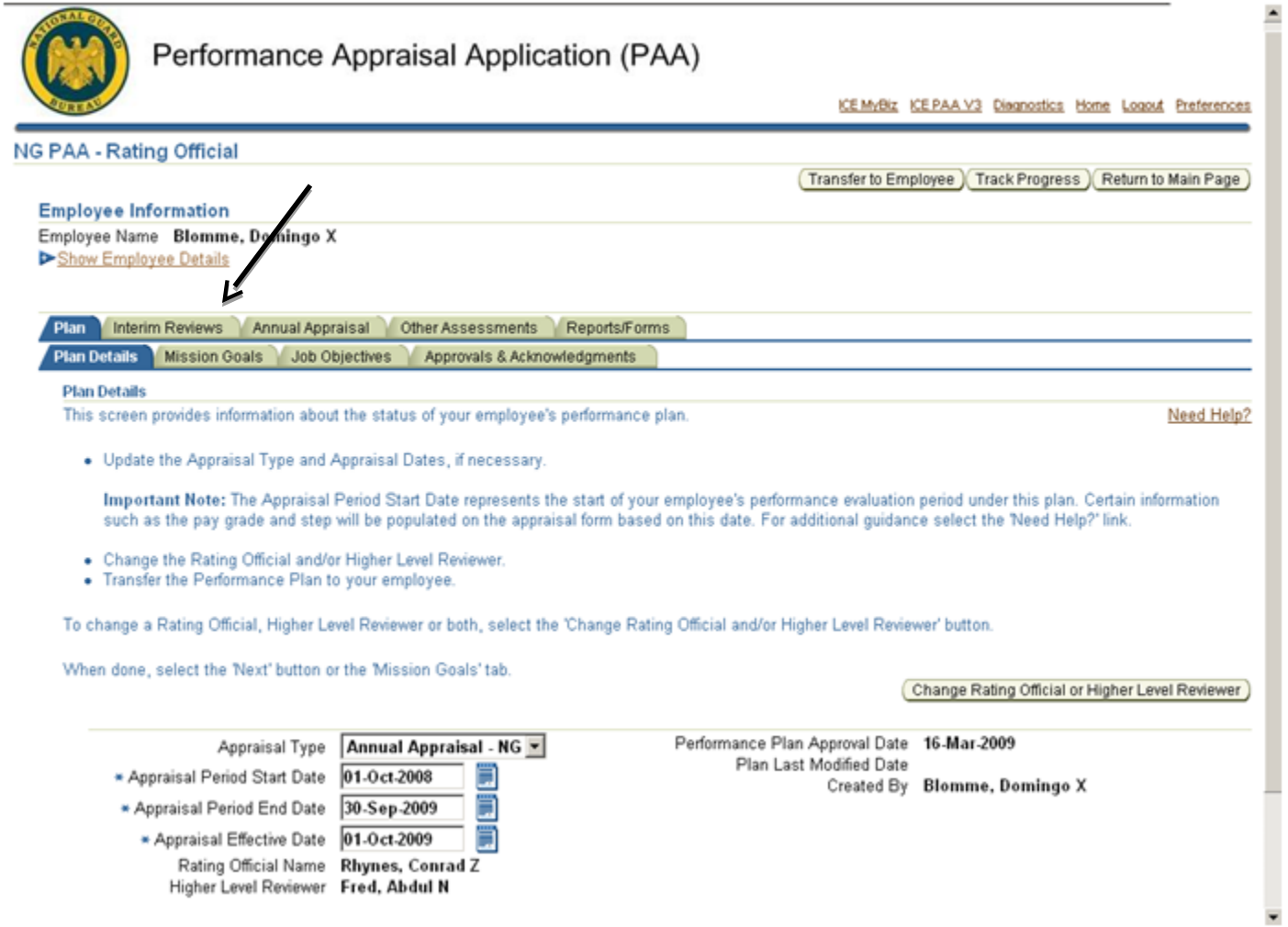
From this page the employee transfers the Interim Review to the Rating Official for review and approval. If the employee sends it using the Transfer to Rating Official with Email Notification option, the text box appears in the body of an email delivered to his/her email. The email address must be updated in My Biz or My Workplace for this functionality to work.

Interim Review- Rating Official


Performance Appraisal Application (PAA)
Version 3.0
ICE MyBiz ICE PAA V3 Home Logout Preferences Oracle Help Diagnostics
PAA Main Page
Provide Guest Feedback
Rating Official/Higher Level Reviewer
Performance Appraisal Application Main Page
Need Help?
Warning: The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.
From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.
You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.
To create a Performance Plan:
Select 'Choose a Plan Type'
Select 'Appraisal Plan Type'
Select the 'Go' button
To complete other actions described above:
Select an option from the Action column
Select the 'Go' button
Important: To become familiar with the columns, select the 'Need Help?' link.
Plans/Appraisals In Progress
TIP Only Employees that have a plan in progress are listed below.
Show Me All Appraisals
Appraisal Year ALL
Create New Plan
--Choose a Plan Type-
Go
Update
Reports/Forms
Change RO and/or HLR
Close
Track Progress
Manage Guest Participants
Table Size 10
Employee Name
Current Owner
Rating Official Name
Appraisal Year
Appraisal ID
Plan Approval Date
Type
Plan Status
Current PAA Status
Blomme, Domingo X
Rhynes, Conrad Z
Rhynes, Conrad Z
2009
235
16-Apr-2009
NG
Approved
Interim in Progress
Update
Go
Select the link to search for Completed Plans.
Show Completed Plans/Appraisals

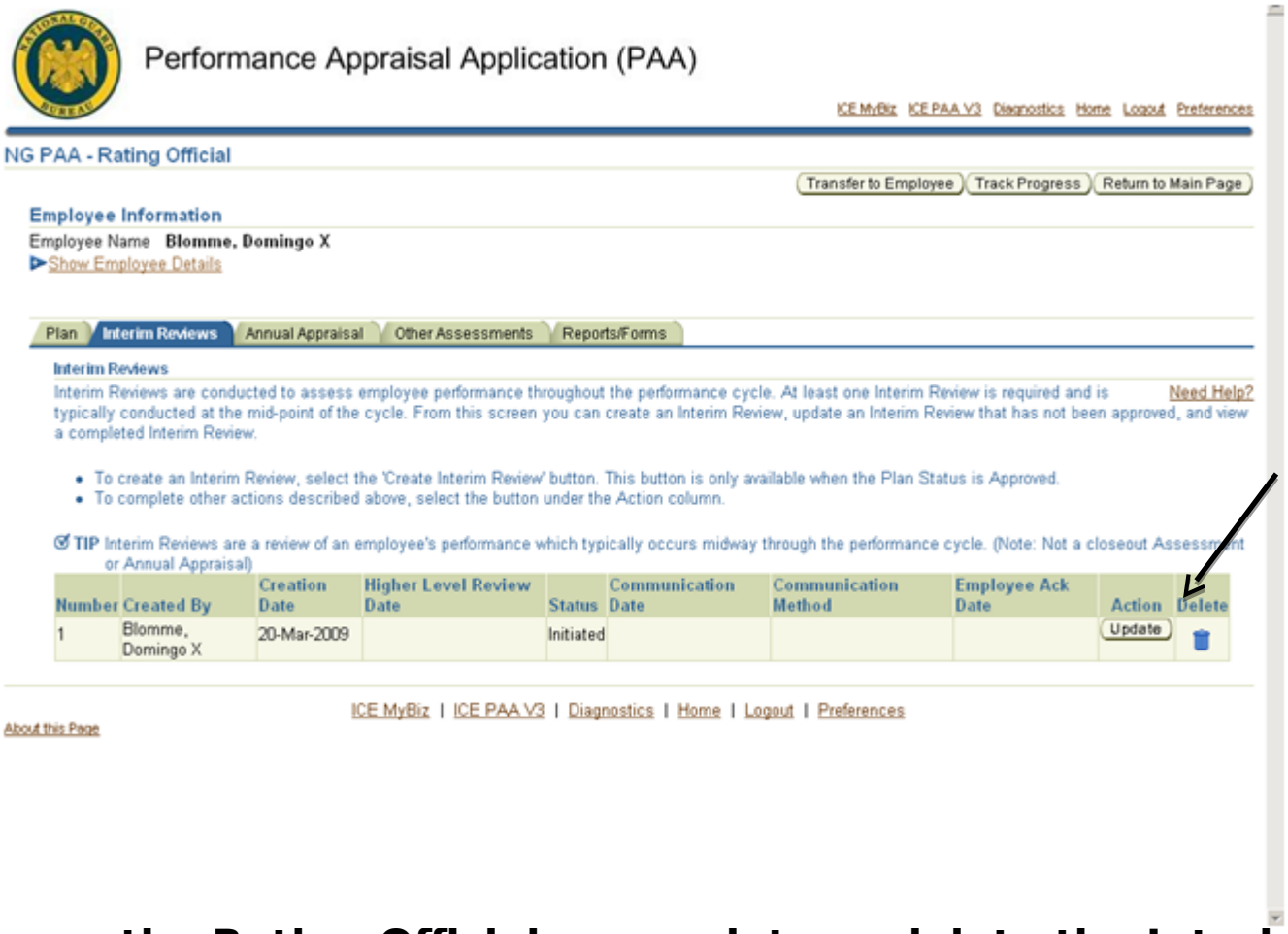
From the Main Page the Rating Official selects Update from the drop down and then the Go button to begin the Interim Review process.

Interim Review- Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
NG PAA - Rating Official
Transfer to Employee
Track Progress
Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan
Interim Reviews
Annual Appraisal
Other Assessments
Reports/Forms
Plan Details
Mission Goals
Job Objectives
Approvals & Acknowledgments
Plan Details
This screen provides information about the status of your employee's performance plan.
Need Help?
Update the Appraisal Type and Appraisal Dates, if necessary.
Important Note: The Appraisal Period Start Date represents the start of your employee's performance evaluation period under this plan. Certain information such as the pay grade and step will be populated on the appraisal form based on this date. For additional guidance select the 'Need Help?' link.
Change the Rating Official and/or Higher Level Reviewer.
Transfer the Performance Plan to your employee.
To change a Rating Official, Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button.
When done, select the 'Next' button or the 'Mission Goals' tab.
Change Rating Official or Higher Level Reviewer
Appraisal Type
Annual Appraisal - NG
Appraisal Period Start Date
01-Oct-2008
Appraisal Period End Date
30-Sep-2009
Appraisal Effective Date
01-Oct-2009
Rating Official Name
Rhynes, Conrad Z
Higher Level Reviewer
Fred, Abdul N
Performance Plan Approval Date
16-Mar-2009
Plan Last Modified Date
Created By
Blomme, Domingo X

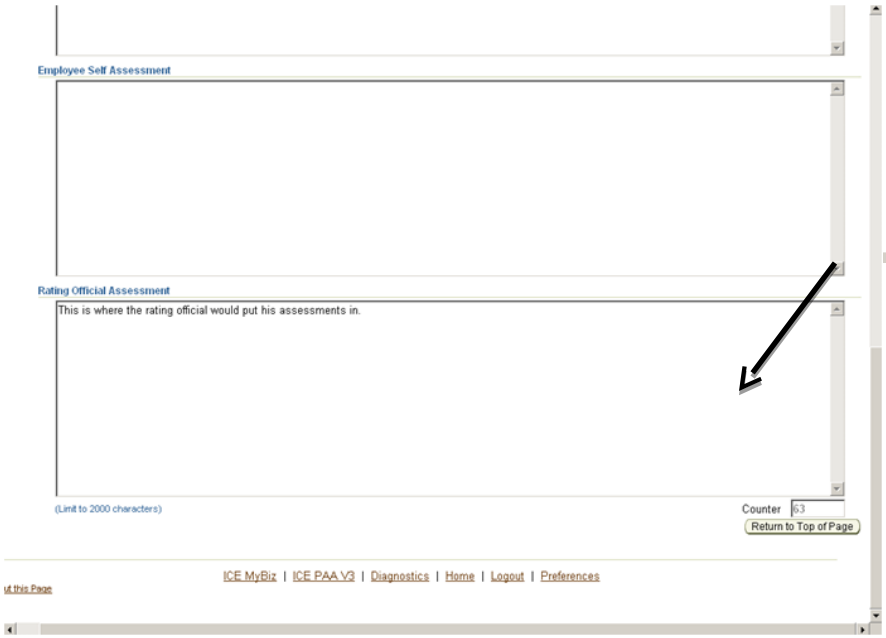
From the Plan Details page the Rating Official would click on the Interim Reviews Tab to view the Self Assessments.

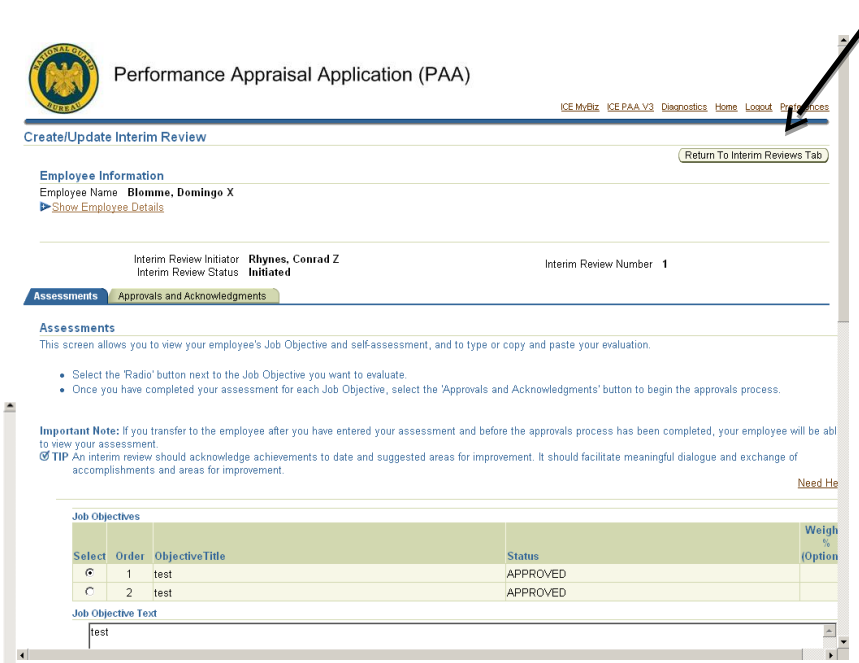
Interim Review- Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
NG PAA - Rating Official
Transfer to Employee Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms
Interim Reviews
Interim Reviews are conducted to assess employee performance throughout the performance cycle. At least one Interim Review is required and is typically conducted at the mid-point of the cycle. From this screen you can create an Interim Review, update an Interim Review that has not been approved, and view a completed Interim Review.
Need Help?
To create an Interim Review, select the 'Create Interim Review' button. This button is only available when the Plan Status is Approved.
To complete other actions described above, select the button under the Action column.
TIP Interim Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a closeout Assessment or Annual Appraisal)
Number Created By Creation Date Higher Level Review Date Status Communication Date Communication Method Employee Ack Date Action Delete
1 Blomme, Domingo X 20-Mar-2009 Initiated Update
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

From this page the Rating Official can update or delete the Interim Review, transfer to the employee, track progress or return to the Main Page. Select the Update button to continue.

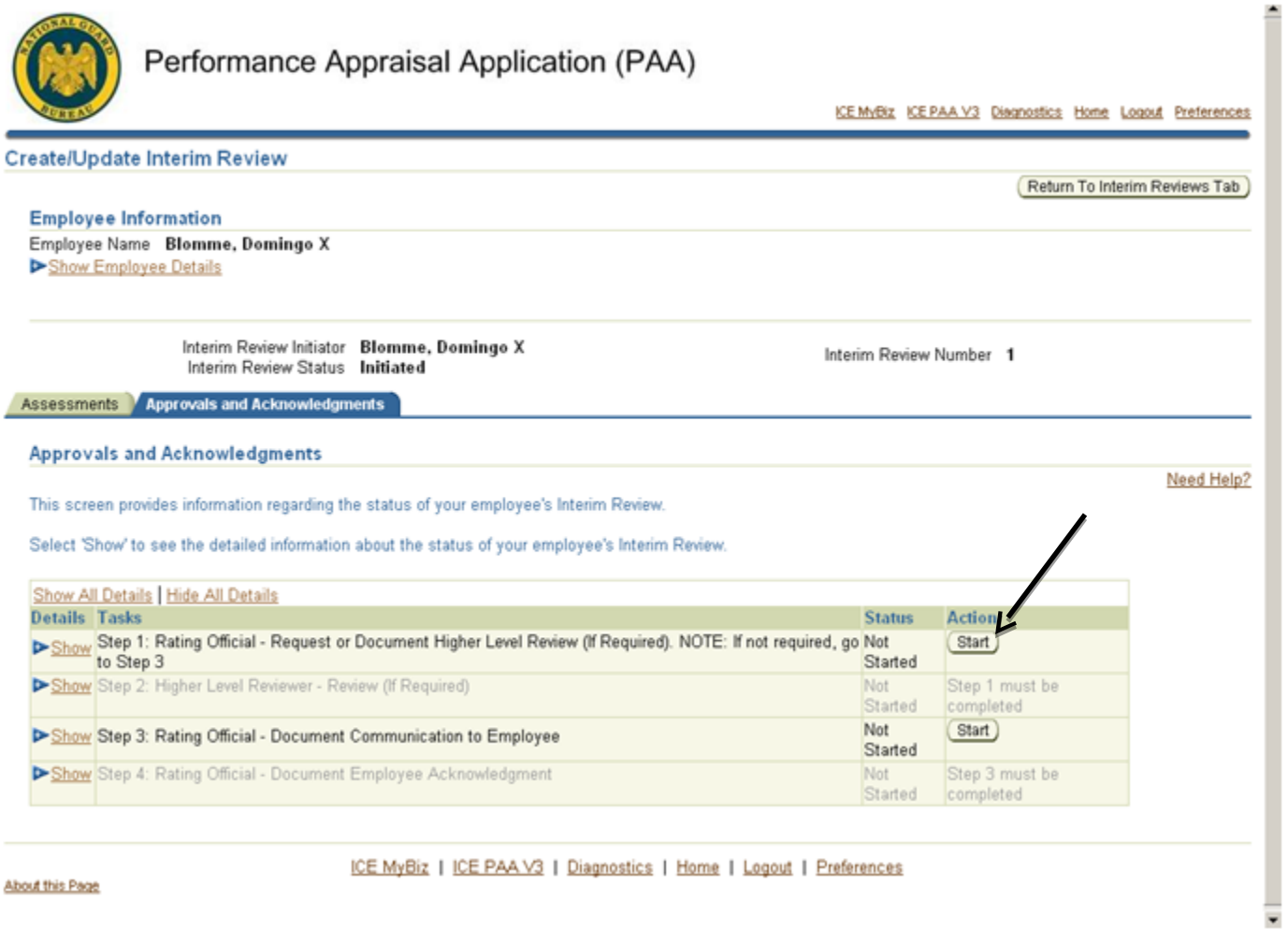
Interim Review- Rating Official


Employee Self Assessment
Rating Official Assessment
This is where the rating official would put his assessments in.
(Limit to 2000 characters)
Counter 63
Return to Top of Page
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
Create/Update Interim Review
Return To Interim Reviews Tab
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Interim Review Initiator Rhynes, Conrad Z
Interim Review Status Initiated
Interim Review Number 1
Assessments
Approvals and Acknowledgments
Assessments
This screen allows you to view your employee's Job Objective and self-assessment, and to type or copy and paste your evaluation.
Select the 'Radio' button next to the Job Objective you want to evaluate.
Once you have completed your assessment for each Job Objective, select the 'Approvals and Acknowledgments' button to begin the approvals process.
Important Note: If you transfer to the employee after you have entered your assessment and before the approvals process has been completed, your employee will be abl
to view your assessment.
TIP An interim review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of
accomplishments and areas for improvement.
Need He
Job Objectives
Select Order ObjectiveTitle Status Weigh % (Option
1 test APPROVED
2 test APPROVED
Job Objective Text
test

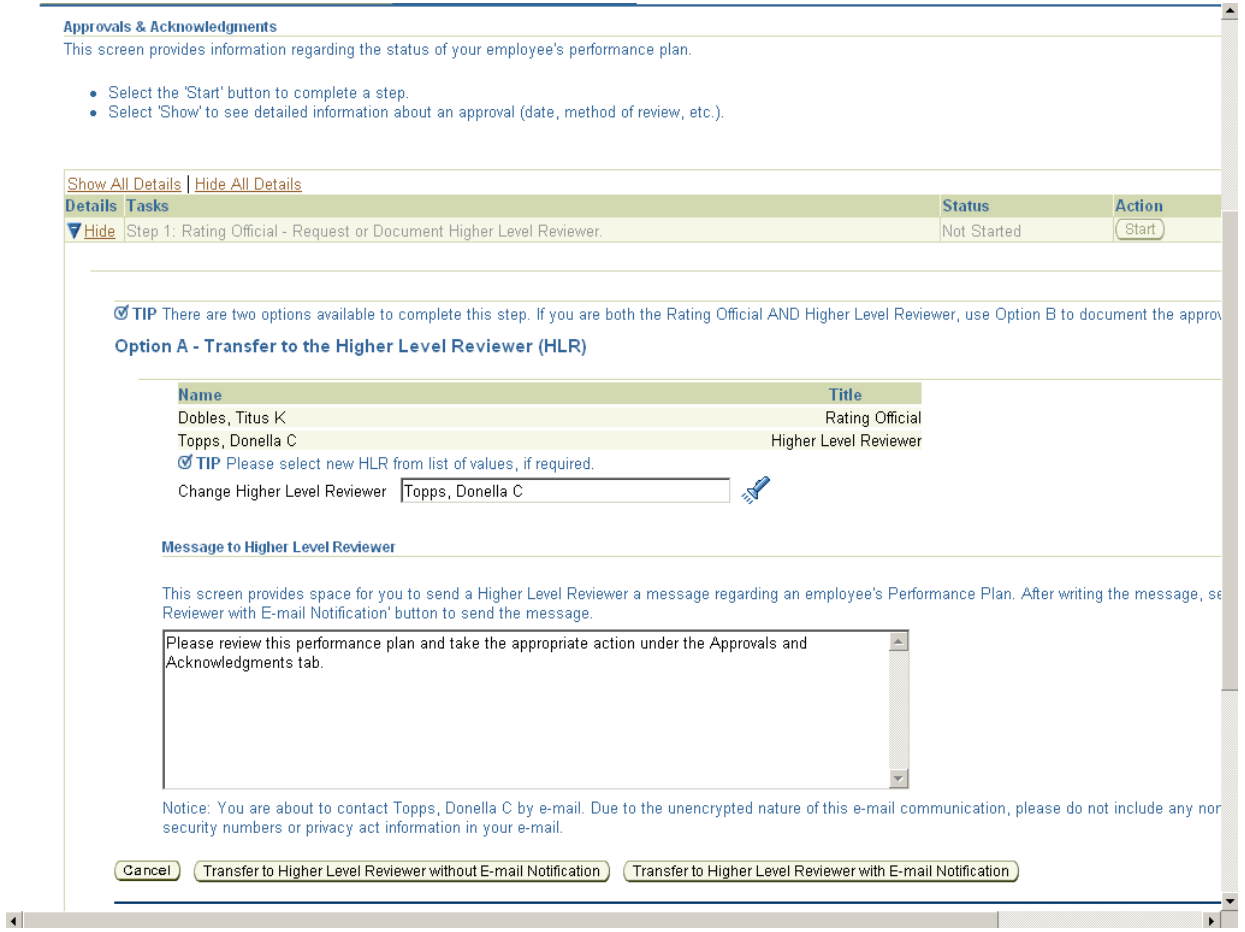
This is where the Rating Official would put in the Interim Review Assessment and then select the Return to Interim Reviews Tab at the

Interim Review- Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
Create/Update Interim Review
Return To Interim Reviews Tab
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Interim Review Initiator Blomme, Domingo X
Interim Review Status Initiated
Interim Review Number 1
Assessments
Approvals and Acknowledgments
Approvals and Acknowledgments
Need Help?
This screen provides information regarding the status of your employee's Interim Review.
Select 'Show' to see the detailed information about the status of your employee's Interim Review.
Show All Details | Hide All Details
Details
Tasks
Status
Action
Show
Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3
Not Started
Start
Show
Step 2: Higher Level Reviewer - Review (If Required)
Not Started
Step 1 must be completed
Show
Step 3: Rating Official - Document Communication to Employee
Not Started
Start
Show
Step 4: Rating Official - Document Employee Acknowledgment
Not Started
Step 3 must be completed
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

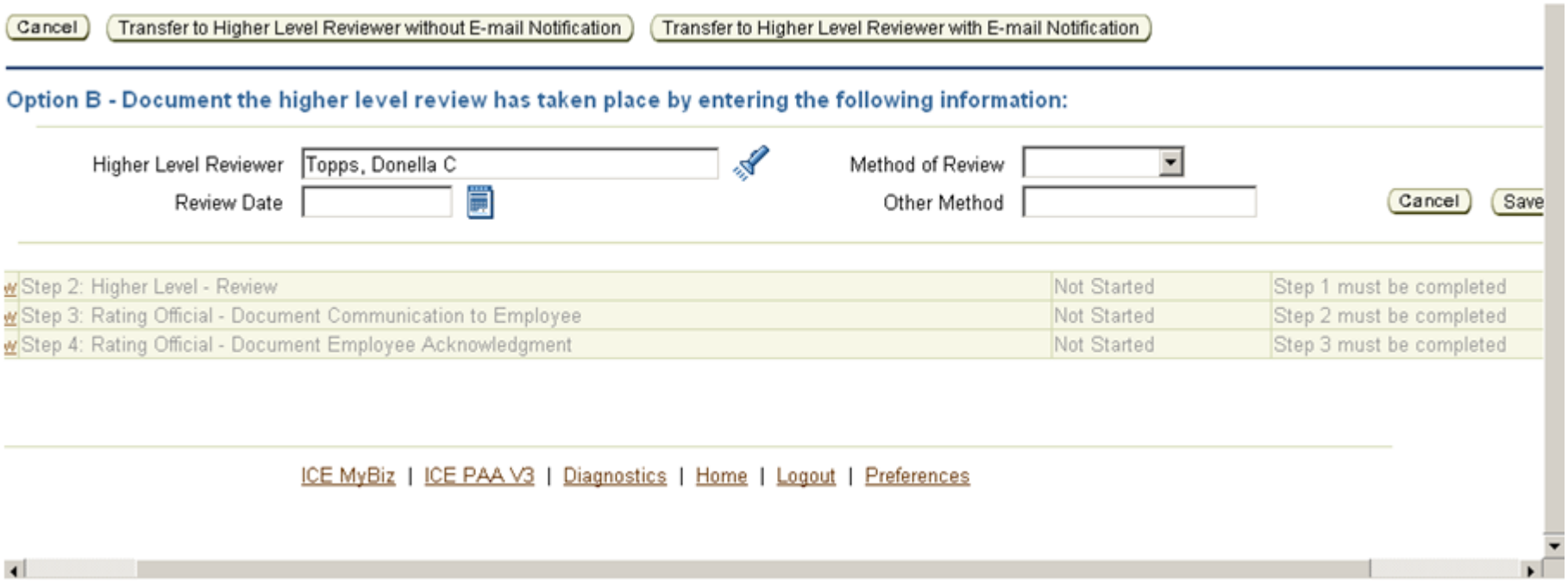
The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Interim Review. Select the Start button to continue.

Interim Review- Rating Official


Approvals & Acknowledgments
This screen provides information regarding the status of your employee's performance plan.
Select the 'Start' button to complete a step.
Select 'Show' to see detailed information about an approval (date, method of review, etc.).
Show All Details | Hide All Details
Details
Tasks
Status
Action
Hide
Step 1: Rating Official - Request or Document Higher Level Reviewer.
Not Started
Start
TIP There are two options available to complete this step. If you are both the Rating Official AND Higher Level Reviewer, use Option B to document the approv
Option A - Transfer to the Higher Level Reviewer (HLR)
Name
Title
Dobles, Titus K
Rating Official
Topps, Donella C
Higher Level Reviewer
TIP Please select new HLR from list of values, if required.
Change Higher Level Reviewer
Topps, Donella C
Message to Higher Level Reviewer
This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Performance Plan. After writing the message, se
Reviewer with E-mail Notification' button to send the message.
Please review this performance plan and take the appropriate action under the Approvals and Acknowledgments tab.
Notice: You are about to contact Topps, Donella C by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any nor
security numbers or privacy act information in your e-mail.
Cancel
Transfer to Higher Level Reviewer without E-mail Notification
Transfer to Higher Level Reviewer with E-mail Notification

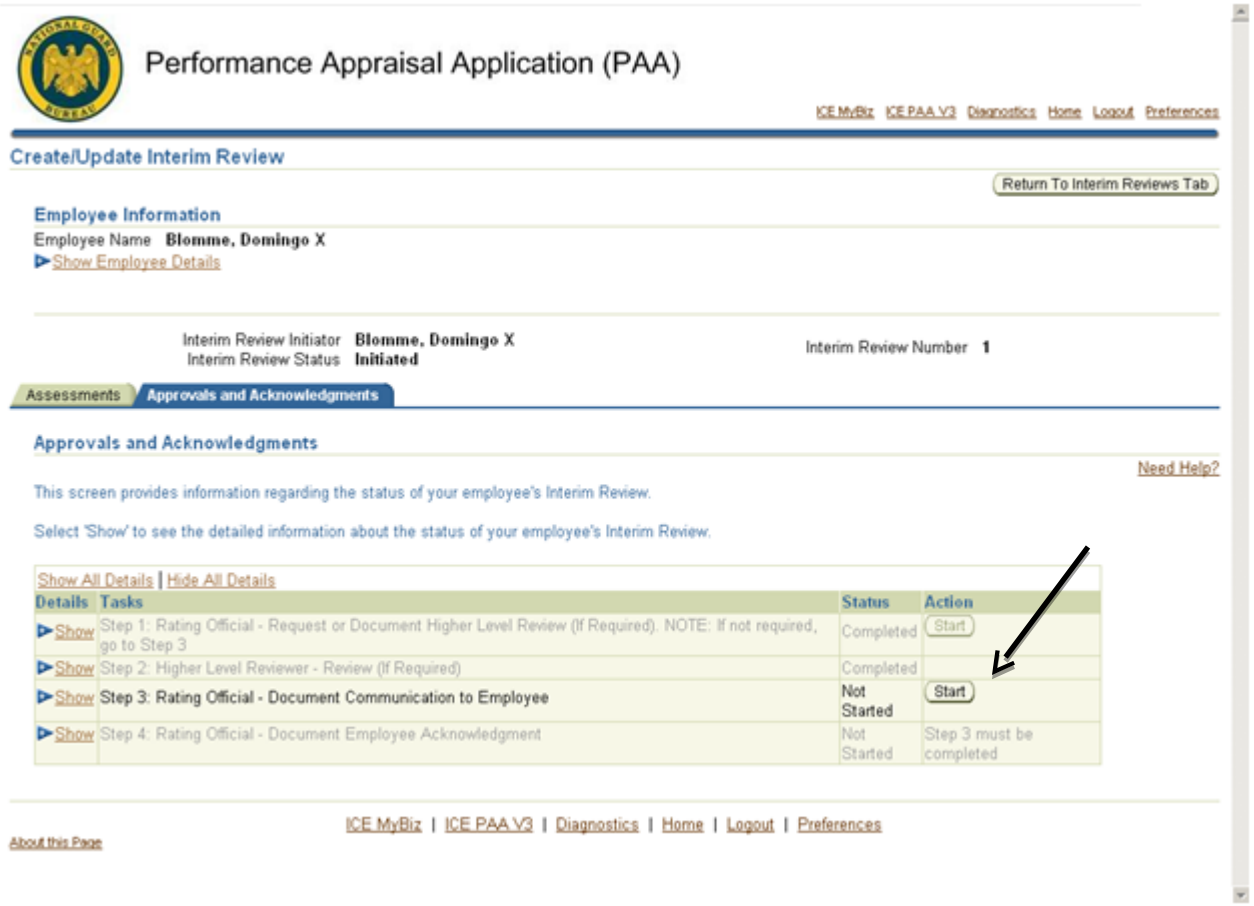
From the Approvals and Acknowledgments tab, using Option A, the Rating Official can transfer the plan to the Higher Level Reviewer for review.

Interim Review- Rating Official


Cancel
Transfer to Higher Level Reviewer without E-mail Notification
Transfer to Higher Level Reviewer with E-mail Notification
Option B - Document the higher level review has taken place by entering the following information:
Higher Level Reviewer
Topps, Donella C
Method of Review
Review Date
Other Method
Cancel
Save
Step 2: Higher Level - Review
Not Started
Step 1 must be completed
Step 3: Rating Official - Document Communication to Employee
Not Started
Step 2 must be completed
Step 4: Rating Official - Document Employee Acknowledgment
Not Started
Step 3 must be completed
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences

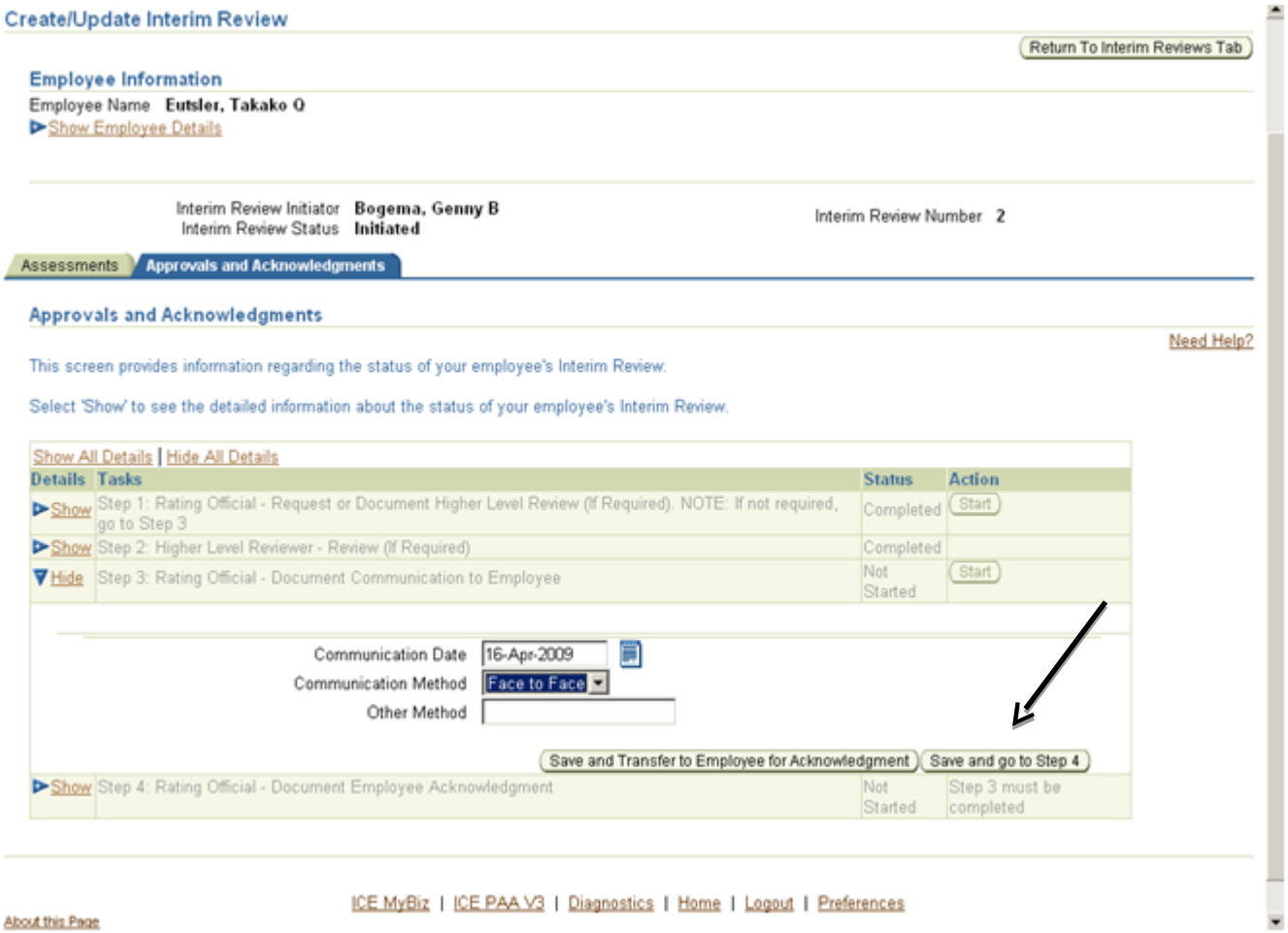
Using Option B, the Rating Official can document Higher Level Reviewer concurrence. The Rating Official completes this step once they have reviewed the plan and are ready for second-level review.

Interim Review- Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
Create/Update Interim Review
Return To Interim Reviews Tab
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Interim Review Initiator Blomme, Domingo X
Interim Review Status Initiated
Interim Review Number 1
Assessments
Approvals and Acknowledgments
Approvals and Acknowledgments
Need Help?
This screen provides information regarding the status of your employee's Interim Review.
Select 'Show' to see the detailed information about the status of your employee's Interim Review.
Show All Details | Hide All Details
Details
Tasks
Status
Action
Show
Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3
Completed
Start
Show
Step 2: Higher Level Reviewer - Review (If Required)
Completed
Show
Step 3: Rating Official - Document Communication to Employee
Not Started
Start
Show
Step 4: Rating Official - Document Employee Acknowledgment
Not Started
Step 3 must be completed
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

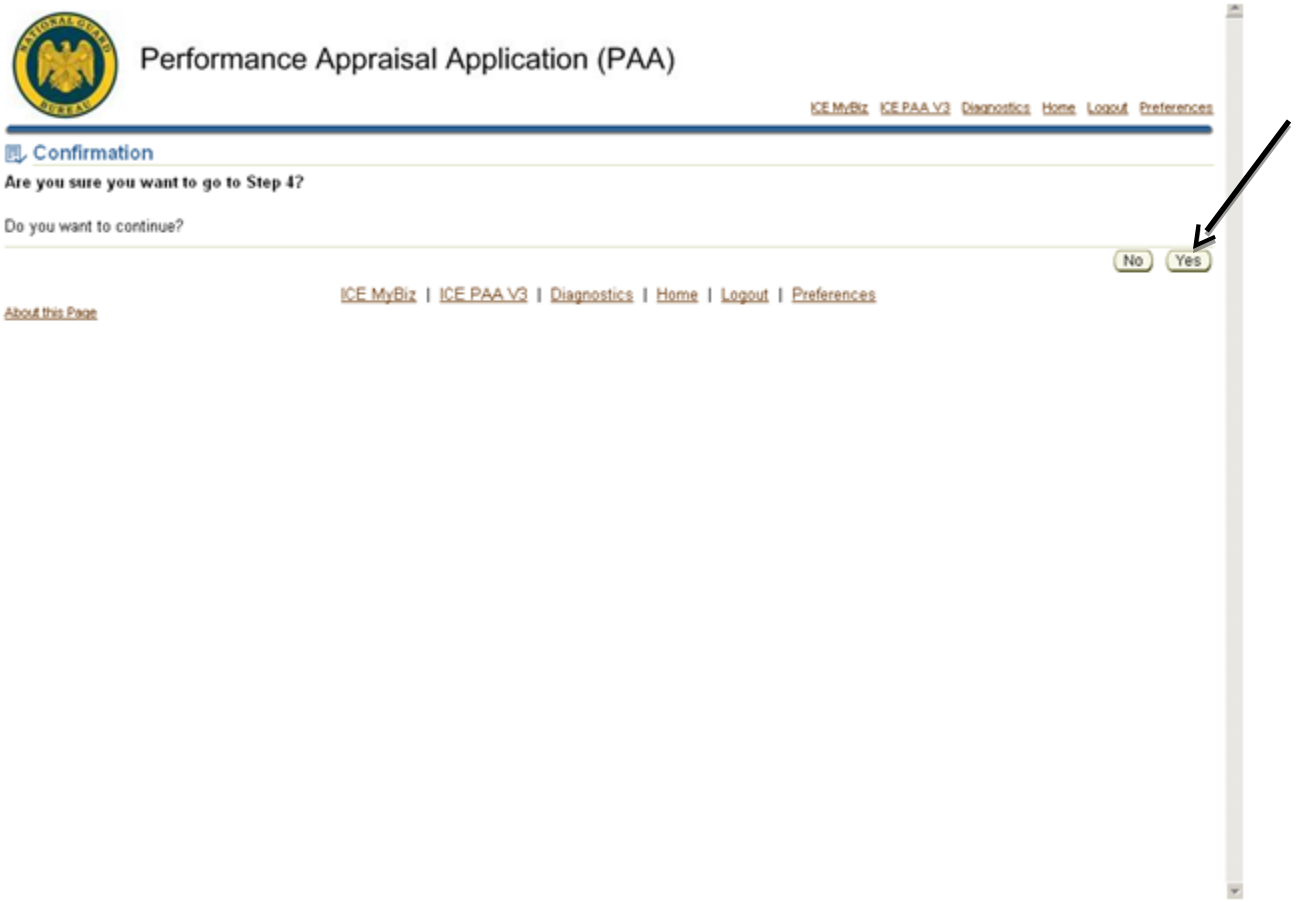
The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Interim Review. Select the Start button to continue.

Interim Review- Rating Official


Create/Update Interim Review
Return To Interim Reviews Tab
Employee Information
Employee Name Eutsler, Takako Q
Show Employee Details
Interim Review Initiator Bogema, Genny B
Interim Review Status Initiated
Interim Review Number 2
Assessments
Approvals and Acknowledgments
Approvals and Acknowledgments
Need Help?
This screen provides information regarding the status of your employee's Interim Review.
Select 'Show' to see the detailed information about the status of your employee's Interim Review.
Show All Details | Hide All Details
Details
Tasks
Status
Action
Show
Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3
Completed
Start
Show
Step 2: Higher Level Reviewer - Review (If Required)
Completed
Hide
Step 3: Rating Official - Document Communication to Employee
Not Started
Start
Communication Date
16-Apr-2009
Communication Method
Face to Face
Other Method
Save and Transfer to Employee for Acknowledgment
Save and go to Step 4
Show
Step 4: Rating Official - Document Employee Acknowledgment
Not Started
Step 3 must be completed
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

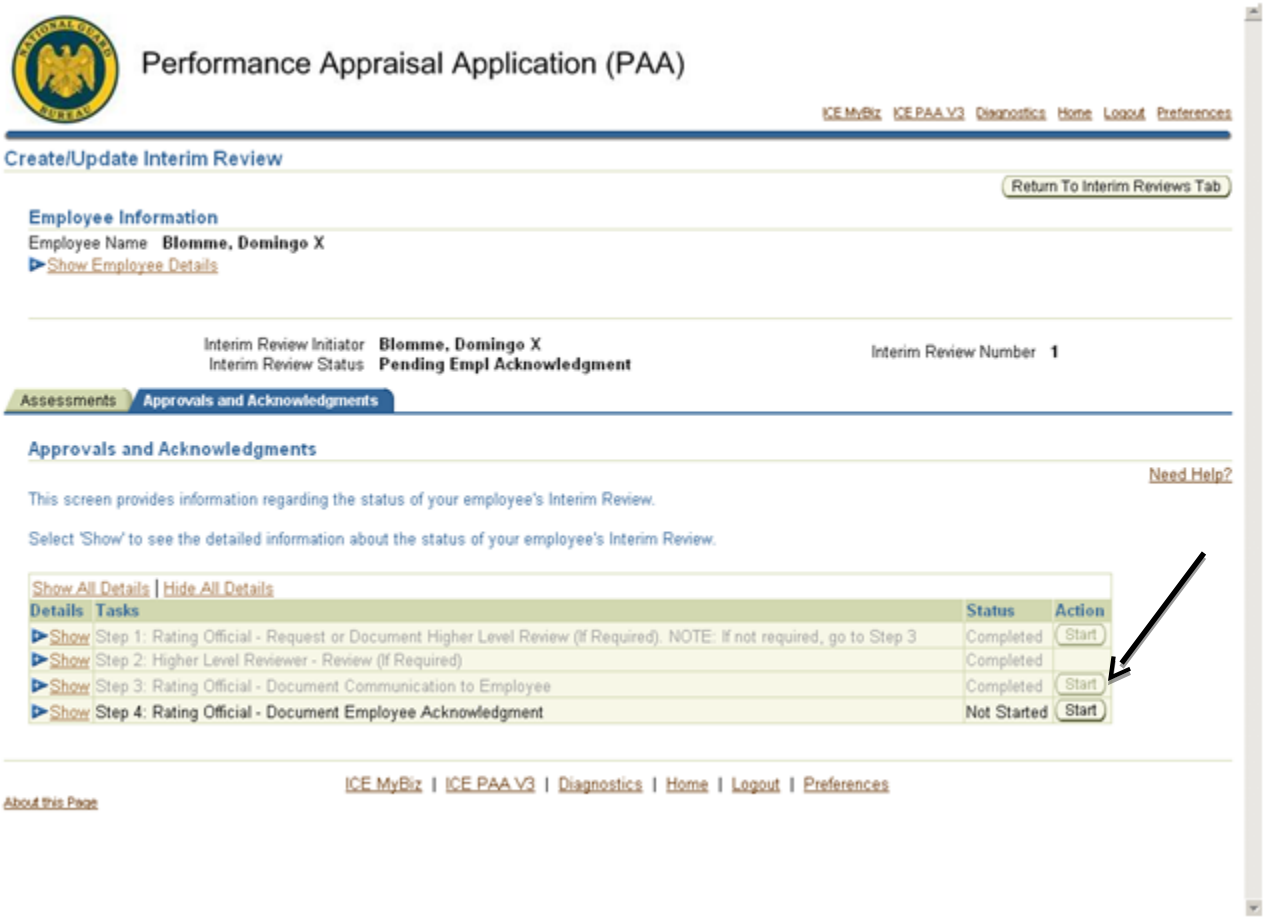
At this point the Rating Official can document communication to the employee and the acknowledgment, or the Rating Official can transfer it to the employee to acknowledge the Interim Review.

Interim Review- Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
Confirmation
Are you sure you want to go to Step 4?
Do you want to continue?
No
Yes
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

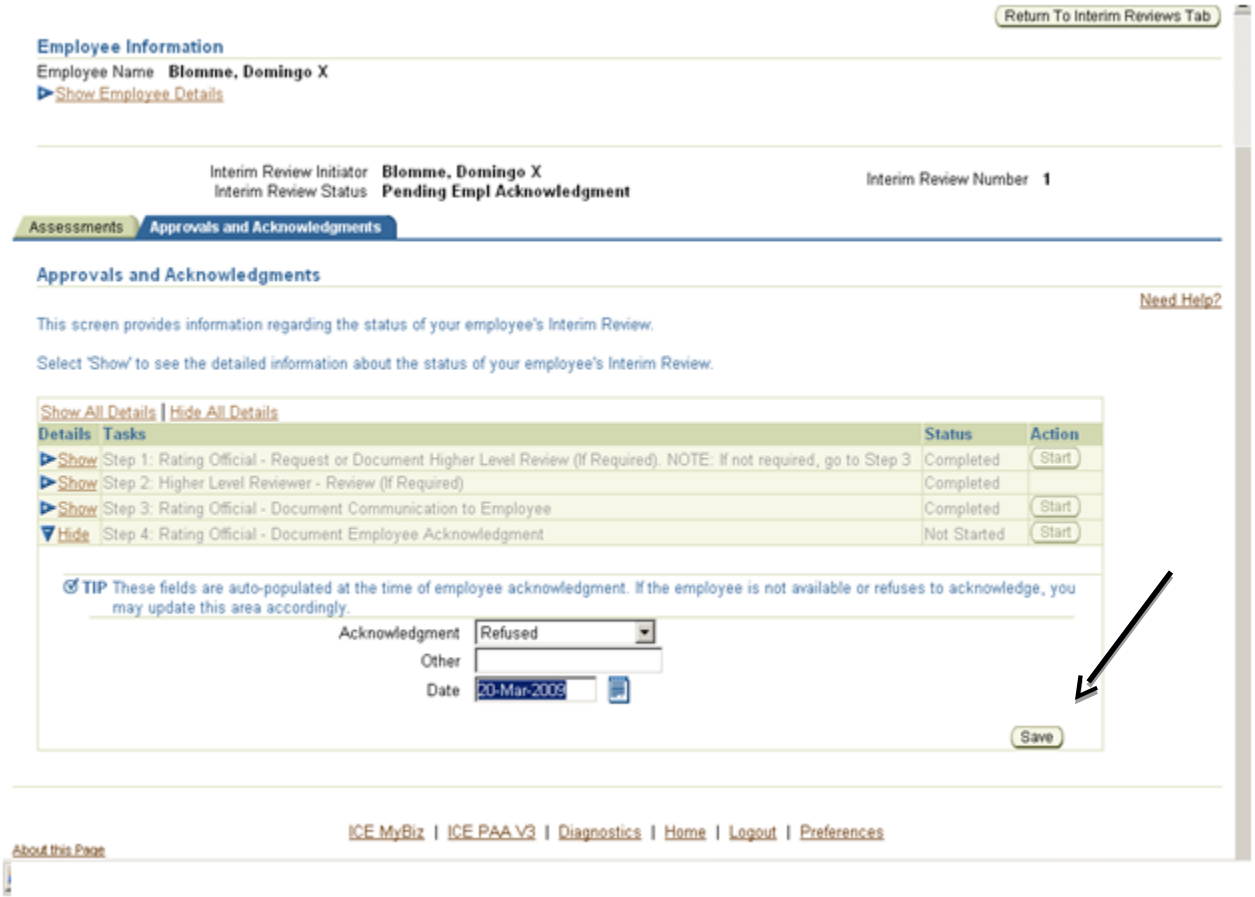
The Rating Official would select Yes if they are ready to document the employee's acknowledgment.

Interim Review- Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
Create/Update Interim Review
Return To Interim Reviews Tab
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Interim Review Initiator Blomme, Domingo X
Interim Review Status Pending Empl Acknowledgment
Interim Review Number 1
Assessments
Approvals and Acknowledgments
Approvals and Acknowledgments
Need Help?
This screen provides information regarding the status of your employee's Interim Review.
Select 'Show' to see the detailed information about the status of your employee's Interim Review.
Show All Details | Hide All Details
Details Tasks Status Action
Show Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3 Completed Start
Show Step 2: Higher Level Reviewer - Review (If Required) Completed
Show Step 3: Rating Official - Document Communication to Employee Completed Start
Show Step 4: Rating Official - Document Employee Acknowledgment Not Started Start
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

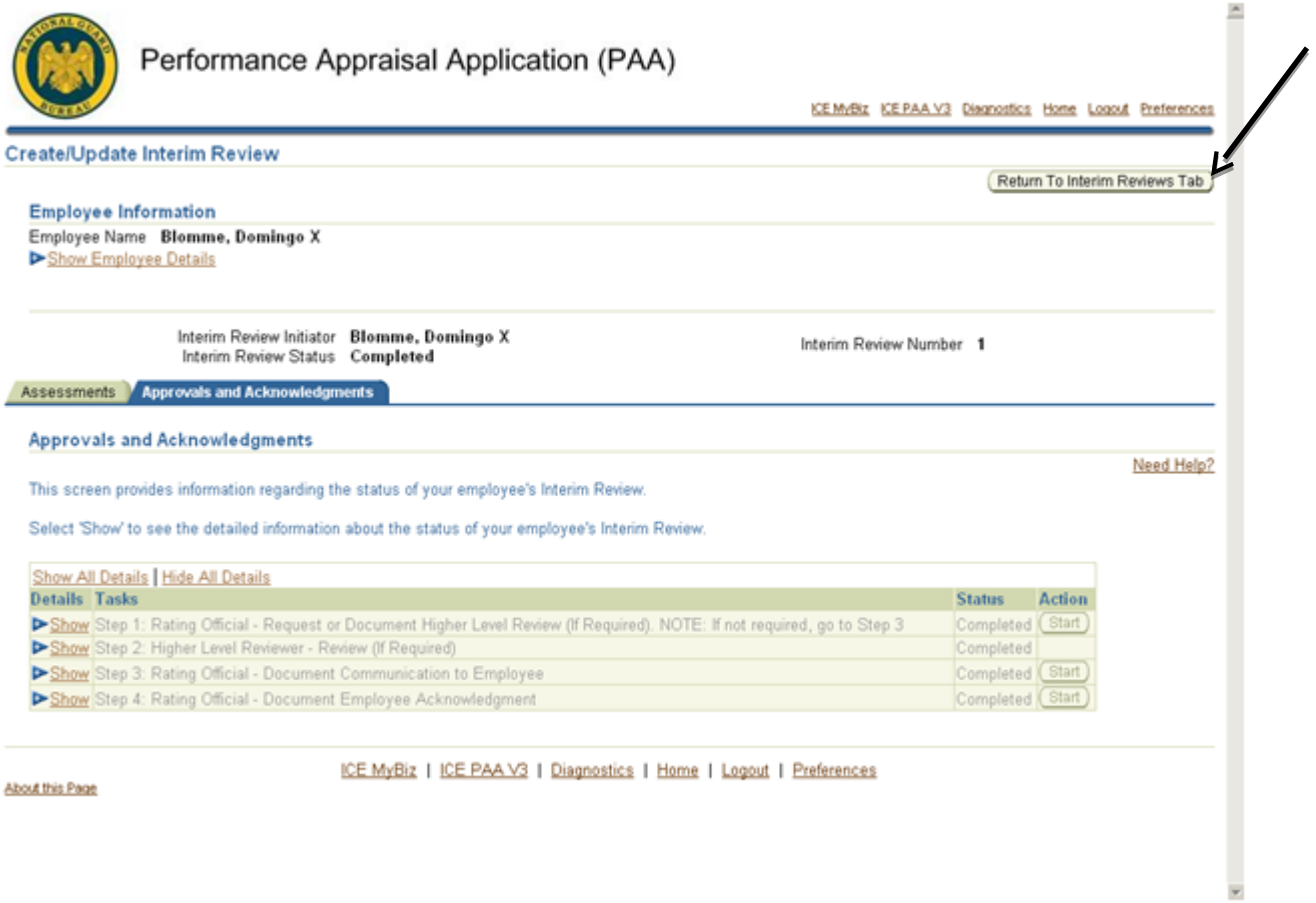
The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Performance Plan. Select the Start button to begin.

Interim Review- Rating Official


Return To Interim Reviews Tab
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Interim Review Initiator Blomme, Domingo X
Interim Review Status Pending Empl Acknowledgment
Interim Review Number 1
Assessments
Approvals and Acknowledgments
Approvals and Acknowledgments
Need Help?
This screen provides information regarding the status of your employee's Interim Review.
Select 'Show' to see the detailed information about the status of your employee's Interim Review.
Show All Details | Hide All Details
Details Tasks Status Action
Show Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3 Completed Start
Show Step 2: Higher Level Reviewer - Review (If Required) Completed
Show Step 3: Rating Official - Document Communication to Employee Completed Start
Hide Step 4: Rating Official - Document Employee Acknowledgment Not Started Start
TIP These fields are auto-populated at the time of employee acknowledgment. If the employee is not available or refuses to acknowledge, you may update this area accordingly.
Acknowledgment Refused
Other
Date 20-Mar-2009
Save
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

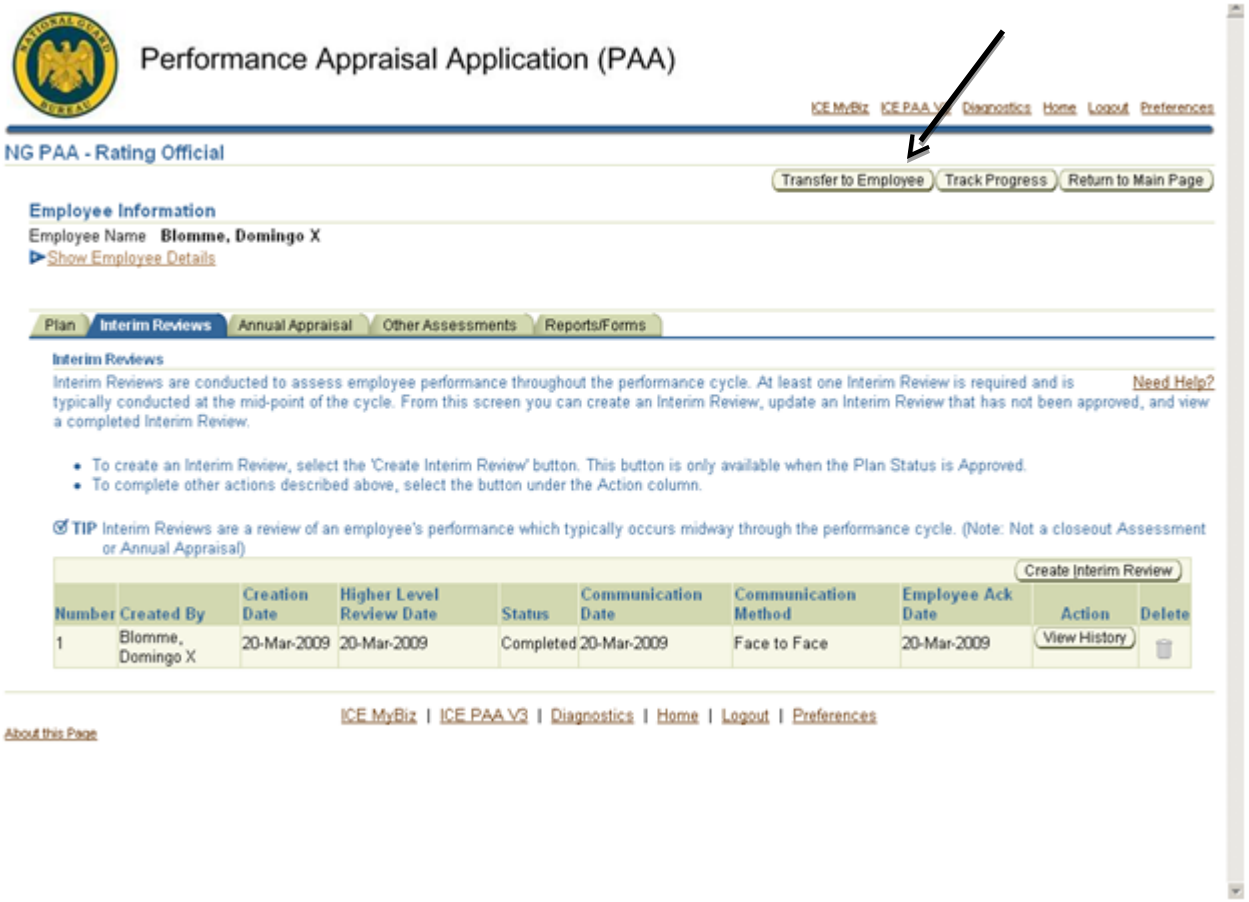
The Rating Official is documenting the employee's acknowledgment of the Interim Review. Once documented, click Save to continue.

Interim Review- Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
Create/Update Interim Review
Return To Interim Reviews Tab
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Interim Review Initiator Blomme, Domingo X
Interim Review Status Completed
Interim Review Number 1
Assessments
Approvals and Acknowledgments
Approvals and Acknowledgments
Need Help?
This screen provides information regarding the status of your employee's Interim Review.
Select 'Show' to see the detailed information about the status of your employee's Interim Review.
Show All Details | Hide All Details
Details Tasks Status Action
Show Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3 Completed Start
Show Step 2: Higher Level Reviewer - Review (If Required) Completed
Show Step 3: Rating Official - Document Communication to Employee Completed Start
Show Step 4: Rating Official - Document Employee Acknowledgment Completed Start
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

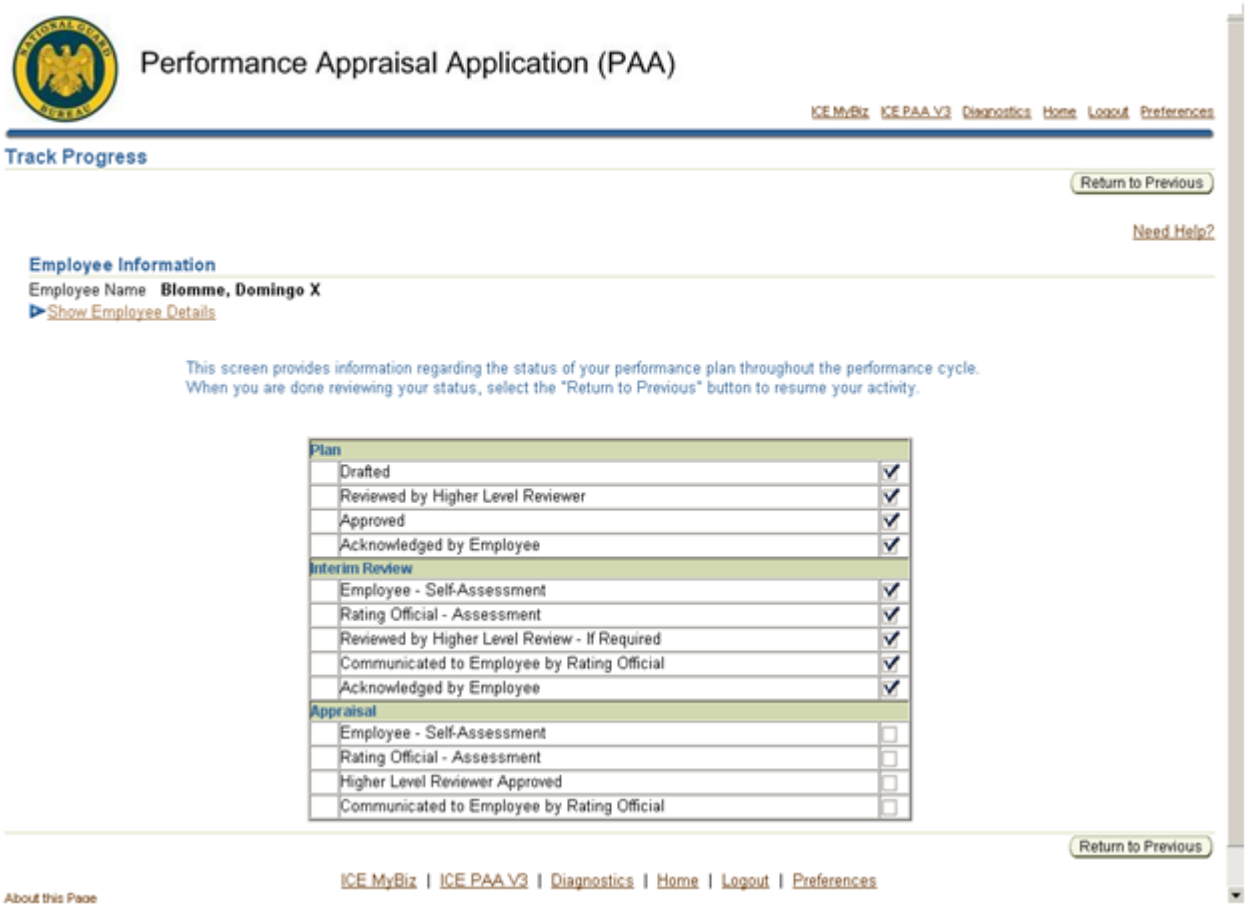
The Rating Official selects the Return to Interim Reviews Tab button.

Interim Review- Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
NG PAA - Rating Official
Transfer to Employee
Track Progress
Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan
Interim Reviews
Annual Appraisal
Other Assessments
Reports/Forms
Interim Reviews
Interim Reviews are conducted to assess employee performance throughout the performance cycle. At least one Interim Review is required and is typically conducted at the mid-point of the cycle. From this screen you can create an Interim Review, update an Interim Review that has not been approved, and view a completed Interim Review.
Need Help?
To create an Interim Review, select the 'Create Interim Review' button. This button is only available when the Plan Status is Approved.
To complete other actions described above, select the button under the Action column.
TIP Interim Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a closeout Assessment or Annual Appraisal)
Create Interim Review
Number
Created By
Creation Date
Higher Level Review Date
Status
Communication Date
Communication Method
Employee Ack Date
Action
Delete
1
Blomme, Domingo X
20-Mar-2009
20-Mar-2009
Completed
20-Mar-2009
Face to Face
20-Mar-2009
View History
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

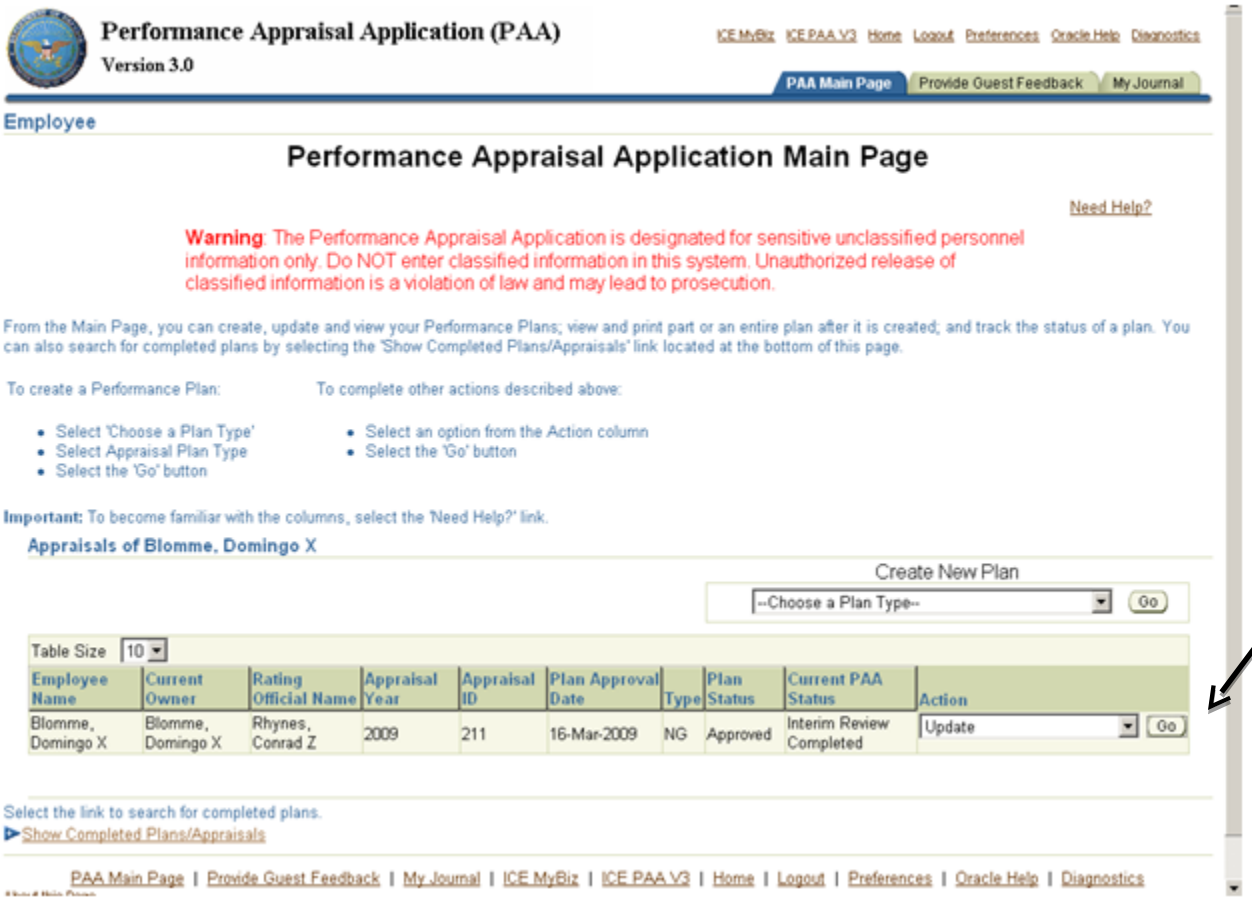
The Rating Official selects Transfer to Employee after the Interim Review is complete.

Track Progress


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
Track Progress
Return to Previous
Need Help?
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
This screen provides information regarding the status of your performance plan throughout the performance cycle.
When you are done reviewing your status, select the "Return to Previous" button to resume your activity.
Plan
Drafted
Reviewed by Higher Level Reviewer
Approved
Acknowledged by Employee
Interim Review
Employee - Self-Assessment
Rating Official - Assessment
Reviewed by Higher Level Review - If Required
Communicated to Employee by Rating Official
Acknowledged by Employee
Appraisal
Employee - Self-Assessment
Rating Official - Assessment
Higher Level Reviewer Approved
Communicated to Employee by Rating Official
Return to Previous
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

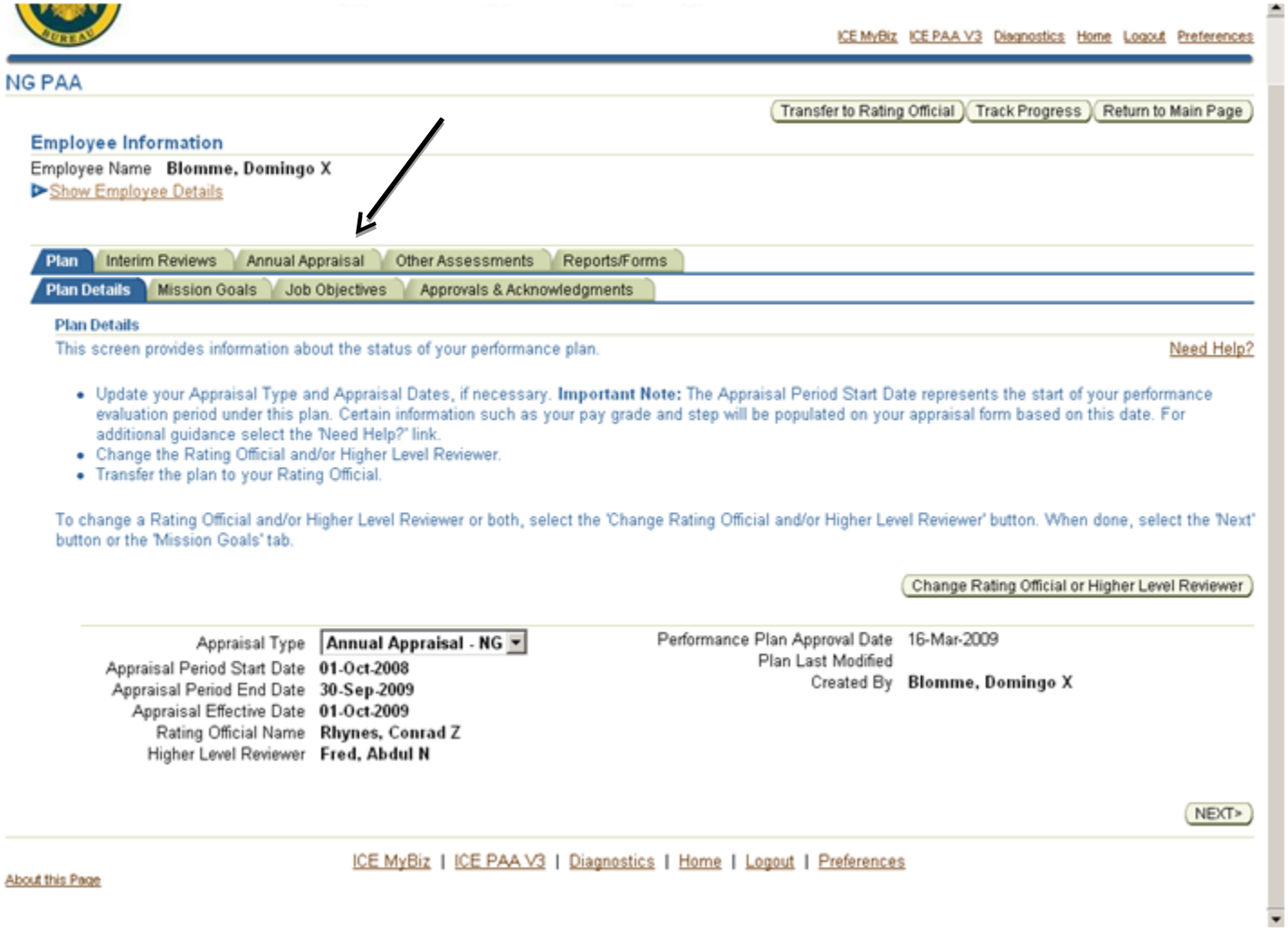
This page displays the status of the Performance Plan throughout the cycle.

Annual Appraisal- Employee


Performance Appraisal Application (PAA)
Version 3.0
ICE MyBiz ICE PAA V3 Home Logout Preferences Oracle Help Diagnostics
PAA Main Page
Provide Guest Feedback
My Journal
Employee
Performance Appraisal Application Main Page
Need Help?
Warning: The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.
From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.
To create a Performance Plan:
Select 'Choose a Plan Type'
Select Appraisal Plan Type
Select the 'Go' button
To complete other actions described above:
Select an option from the Action column
Select the 'Go' button
Important: To become familiar with the columns, select the 'Need Help?' link.
Appraisals of Blomme, Domingo X
Create New Plan
--Choose a Plan Type--
Go
Table Size 10
Employee Name
Current Owner
Rating Official Name
Appraisal Year
Appraisal ID
Plan Approval Date
Type
Plan Status
Current PAA Status
Action
Blomme, Domingo X
Blomme, Domingo X
Rhynes, Conrad Z
2009
211
16-Mar-2009
NG
Approved
Interim Review Completed
Update
Go
Select the link to search for completed plans.
Show Completed Plans/Appraisals
PAA Main Page | Provide Guest Feedback | My Journal | ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences | Oracle Help | Diagnostics

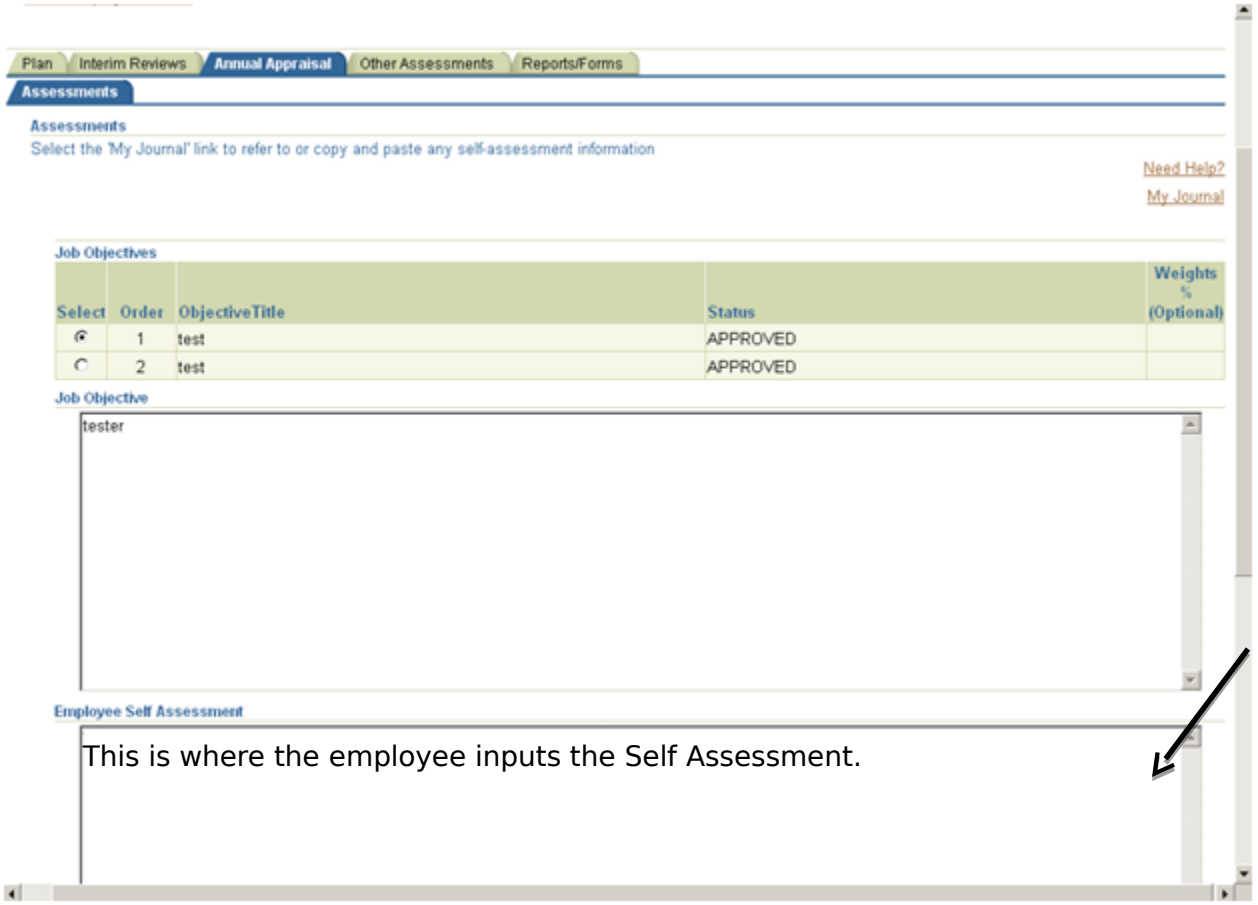
To begin the Annual Appraisal the employee selects Update and then the Go button.

Annual Appraisal- Employee


ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
NG PAA
Transfer to Rating Official Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms
Plan Details Mission Goals Job Objectives Approvals & Acknowledgments
Plan Details
This screen provides information about the status of your performance plan.
Need Help?
Update your Appraisal Type and Appraisal Dates, if necessary. Important Note: The Appraisal Period Start Date represents the start of your performance evaluation period under this plan. Certain information such as your pay grade and step will be populated on your appraisal form based on this date. For additional guidance select the 'Need Help?' link.
Change the Rating Official and/or Higher Level Reviewer.
Transfer the plan to your Rating Official.
To change a Rating Official and/or Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button. When done, select the 'Next' button or the 'Mission Goals' tab.
Change Rating Official or Higher Level Reviewer
Appraisal Type Annual Appraisal - NG
Appraisal Period Start Date 01-Oct-2008
Appraisal Period End Date 30-Sep-2009
Appraisal Effective Date 01-Oct-2009
Rating Official Name Rhynes, Conrad Z
Higher Level Reviewer Fred, Abdul N
Performance Plan Approval Date 16-Mar-2009
Plan Last Modified
Created By Blomme, Domingo X
NEXT>
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

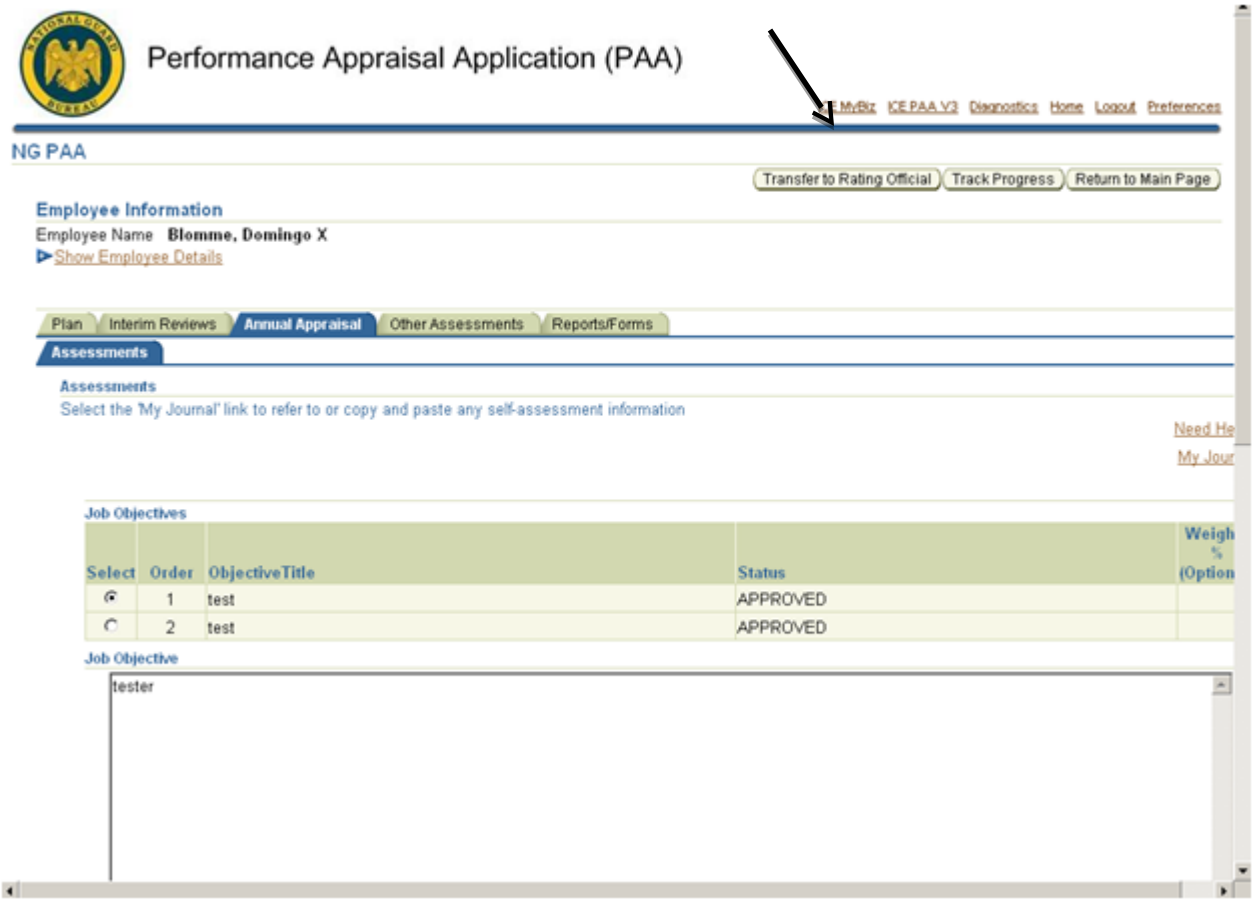
The employee would then select the Annual Appraisal Tab.

Annual Appraisal- Employee



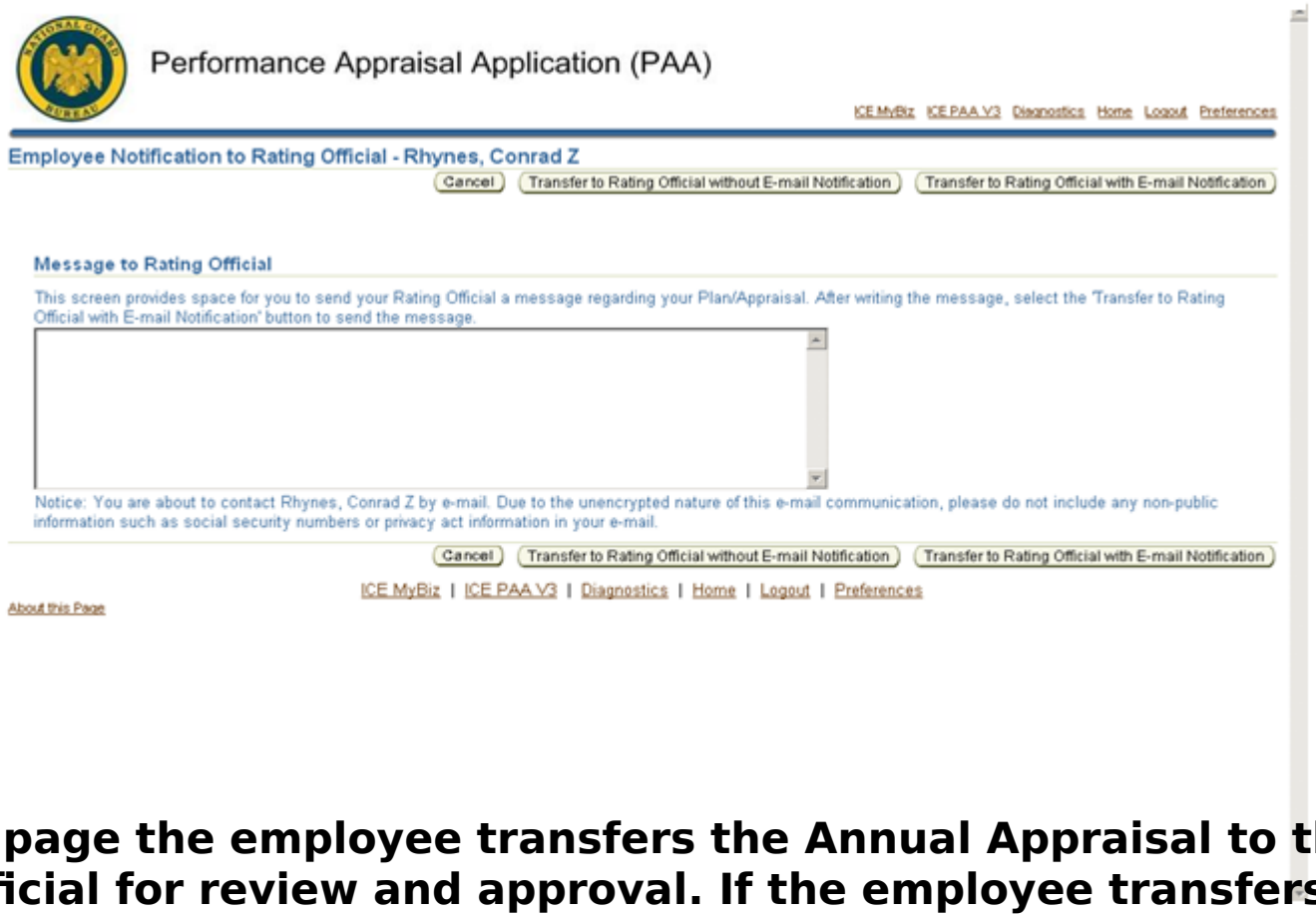
This is where the employee would input their Annual Appraisal Self Assessment for each one of their job objectives.

Annual Appraisal- Employee



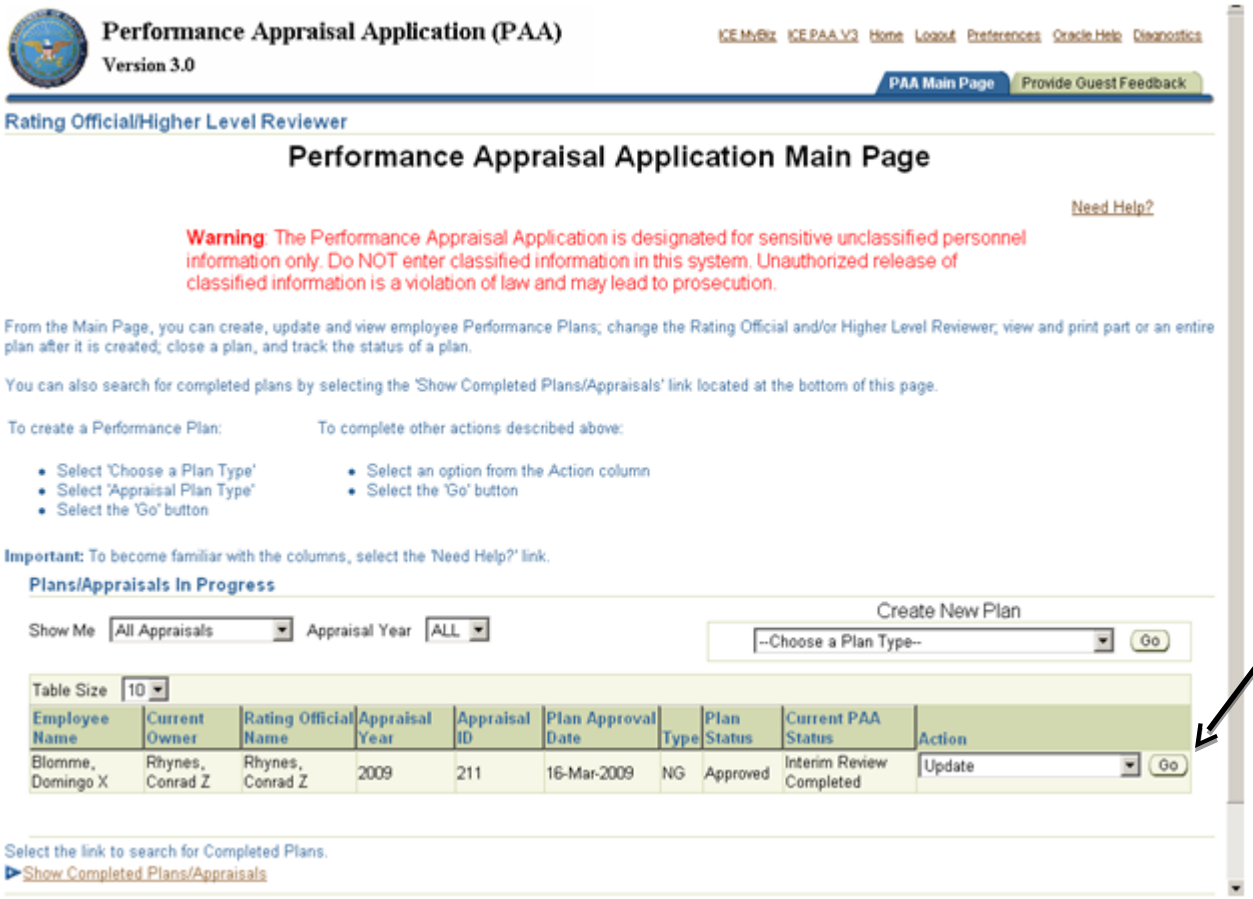
After completing the Self Assessment for each job objective the employee selects the Transfer to Rating Official button.

Annual Appraisal- Employee


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
Employee Notification to Rating Official - Rhynes, Conrad Z
Cancel
Transfer to Rating Official without E-mail Notification
Transfer to Rating Official with E-mail Notification
Message to Rating Official
This screen provides space for you to send your Rating Official a message regarding your Plan/Appraisal. After writing the message, select the 'Transfer to Rating Official with E-mail Notification' button to send the message.
Notice: You are about to contact Rhynes, Conrad Z by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.
Cancel
Transfer to Rating Official without E-mail Notification
Transfer to Rating Official with E-mail Notification
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

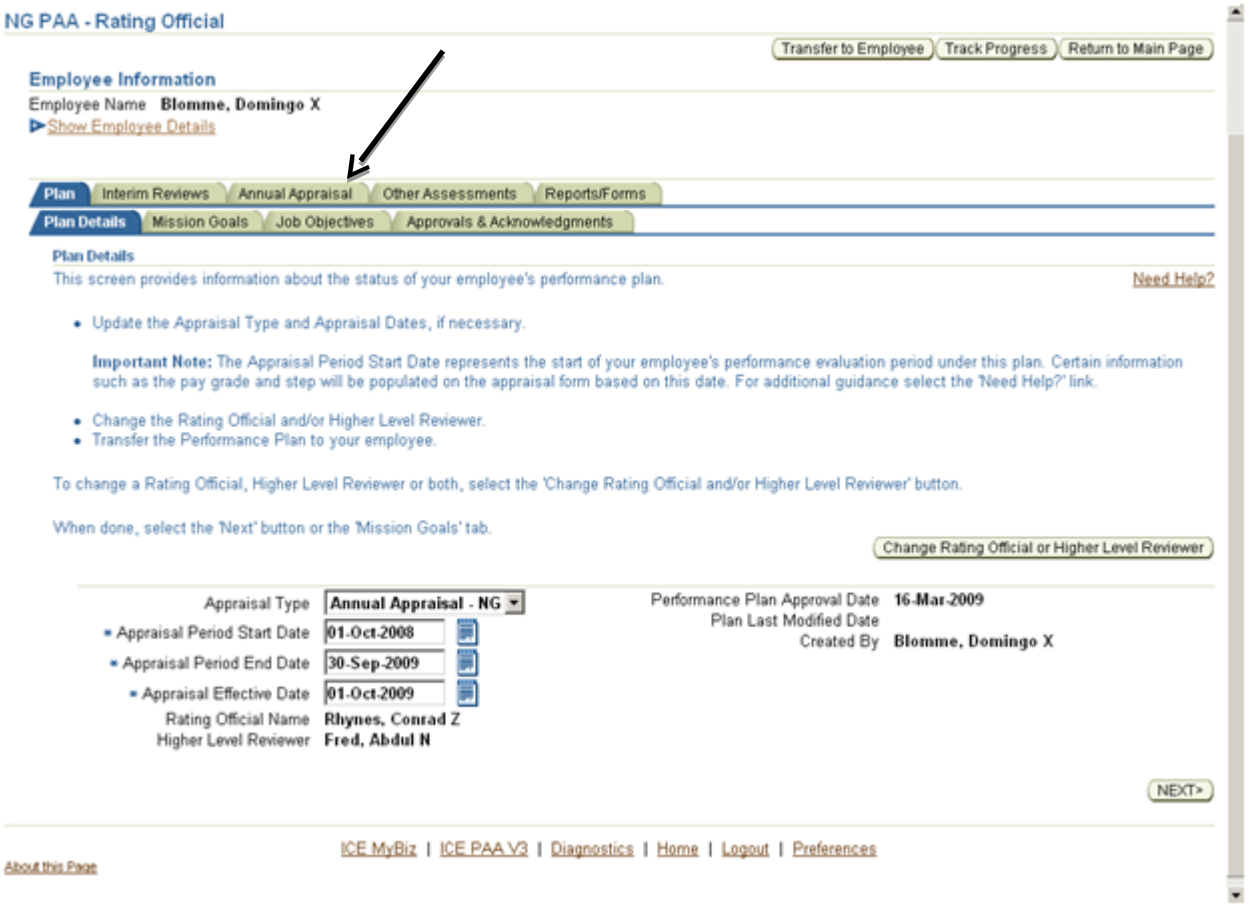
From this page the employee transfers the Annual Appraisal to the Rating Official for review and approval. If the employee transfers it using the Transfer to Rating Official with Email Notification option, the text box appears in the body of an email delivered to his/her email. The email address must be updated in My Biz or My Workplace for this functionality to work.

Annual Appraisal- Rating Official


Performance Appraisal Application (PAA)
Version 3.0
ICE MyBiz ICE PAA V3 Home Logout Preferences Oracle Help Diagnostics
PAA Main Page
Provide Guest Feedback
Rating Official/Higher Level Reviewer
Performance Appraisal Application Main Page
Need Help?
Warning: The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.
From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.
You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.
To create a Performance Plan:
Select 'Choose a Plan Type'
Select 'Appraisal Plan Type'
Select the 'Go' button
To complete other actions described above:
Select an option from the Action column
Select the 'Go' button
Important: To become familiar with the columns, select the 'Need Help?' link.
Plans/Appraisals In Progress
Show Me All Appraisals
Appraisal Year ALL
Create New Plan
--Choose a Plan Type--
Go
Table Size 10
Employee Name
Current Owner
Rating Official Name
Appraisal Year
Appraisal ID
Plan Approval Date
Type
Plan Status
Current PAA Status
Action
Blomme, Domingo X
Rhynes, Conrad Z
Rhynes, Conrad Z
2009
211
16-Mar-2009
NG
Approved
Interim Review Completed
Update
Go
Select the link to search for Completed Plans.
Show Completed Plans/Appraisals

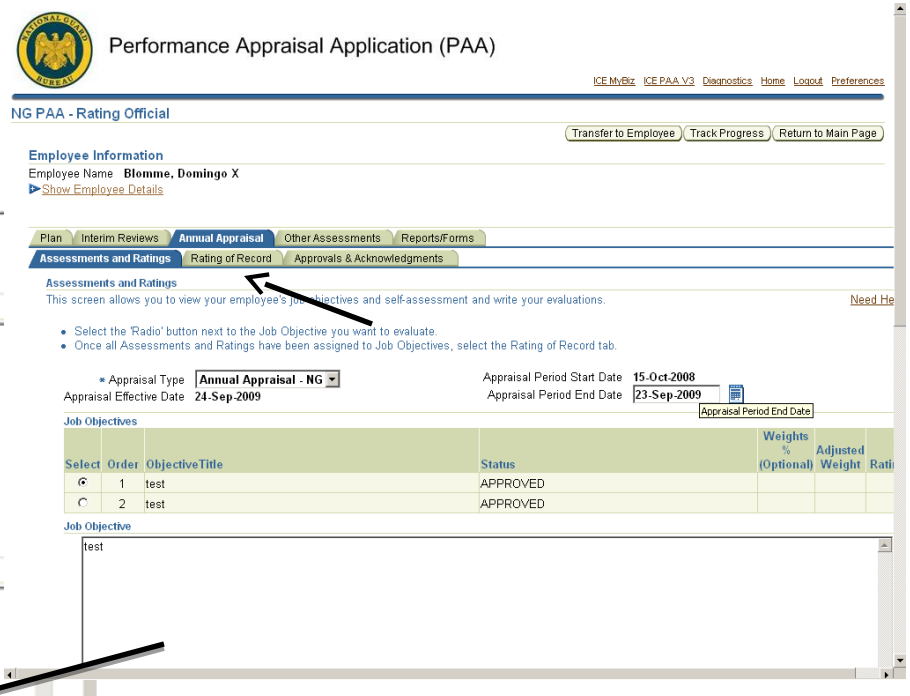
From the Main Page the Rating Official selects Update and then the Go button to begin reviewing the Annual Appraisal Self Assessments.

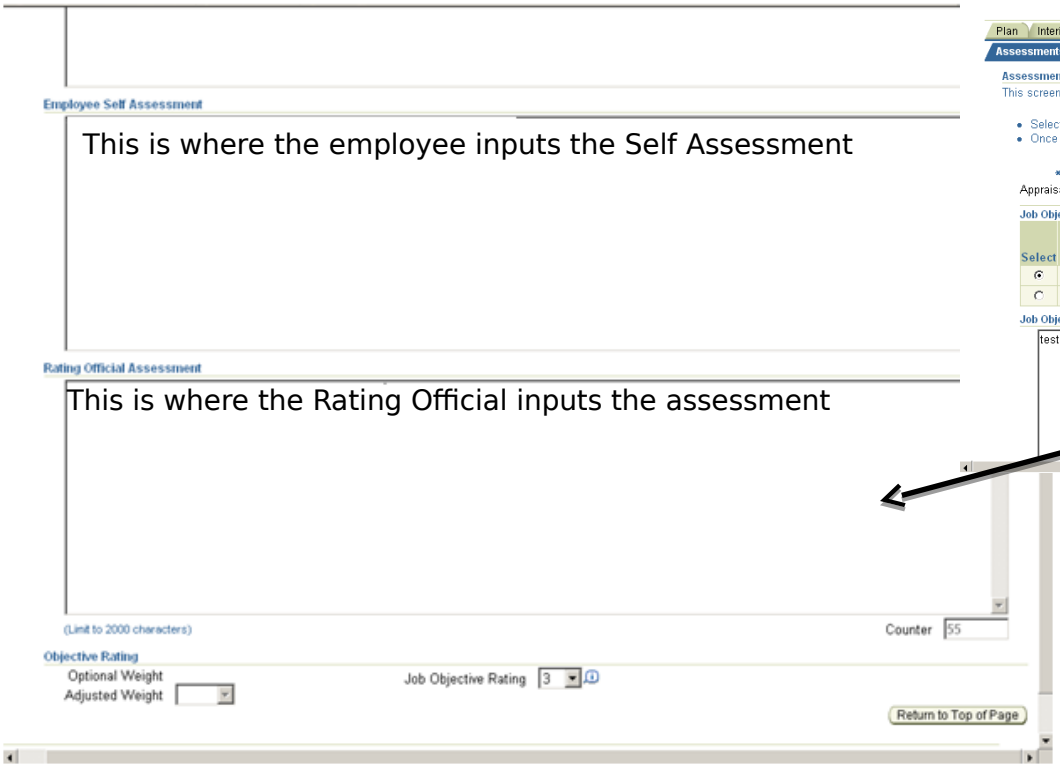
Annual Appraisal- Rating Official


NG PAA - Rating Official
Transfer to Employee
Track Progress
Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan
Interim Reviews
Annual Appraisal
Other Assessments
Reports/Forms
Plan Details
Mission Goals
Job Objectives
Approvals & Acknowledgments
Plan Details
This screen provides information about the status of your employee's performance plan.
Need Help?
Update the Appraisal Type and Appraisal Dates, if necessary.
Important Note: The Appraisal Period Start Date represents the start of your employee's performance evaluation period under this plan. Certain information such as the pay grade and step will be populated on the appraisal form based on this date. For additional guidance select the 'Need Help?' link.
Change the Rating Official and/or Higher Level Reviewer.
Transfer the Performance Plan to your employee.
To change a Rating Official, Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button.
When done, select the 'Next' button or the 'Mission Goals' tab.
Change Rating Official or Higher Level Reviewer
Appraisal Type
Annual Appraisal - NG
Appraisal Period Start Date
01-Oct-2008
Appraisal Period End Date
30-Sep-2009
Appraisal Effective Date
01-Oct-2009
Rating Official Name
Rhynes, Conrad Z
Higher Level Reviewer
Fred, Abdul N
Performance Plan Approval Date
16-Mar-2009
Plan Last Modified Date
Created By
Blomme, Domingo X
NEXT>
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

From the Plan Details Tab the Rating Official selects the Annual Appraisal Tab.

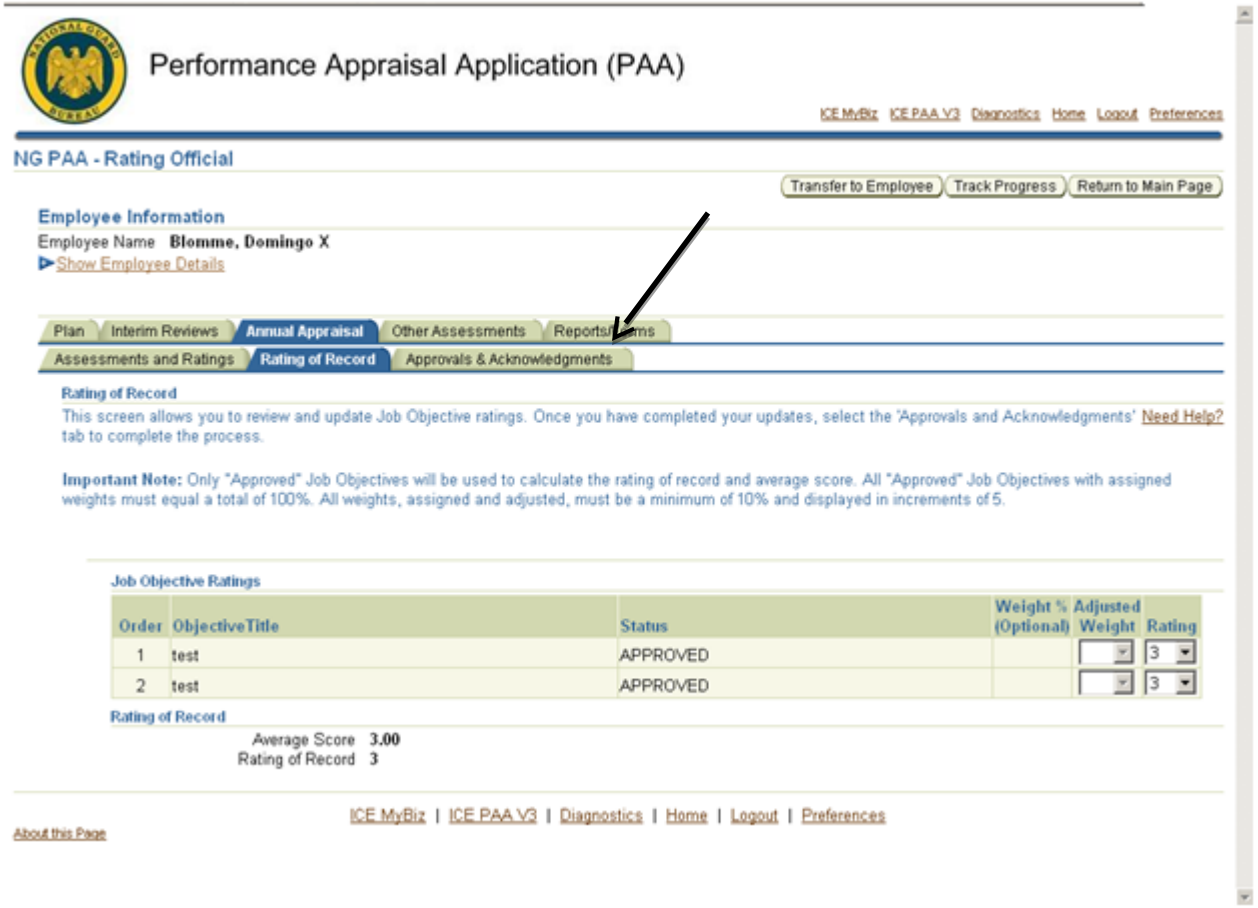
Annual Appraisal- Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
NG PAA - Rating Official
Transfer to Employee Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms
Assessments and Ratings Rating of Record Approvals & Acknowledgments
Assessments and Ratings
This screen allows you to view your employee's job objectives and self-assessment and write your evaluations.
Select the 'Radio' button next to the Job Objective you want to evaluate.
Once all Assessments and Ratings have been assigned to Job Objectives, select the Rating of Record tab.
* Appraisal Type Annual Appraisal - NG
Appraisal Effective Date 24-Sep-2009
Appraisal Period Start Date 15-Oct-2008
Appraisal Period End Date 23-Sep-2009
Appraisal Period End Date
Job Objectives
Select Order ObjectiveTitle Status Weights % (Optional) Adjusted Weight
1 test APPROVED
2 test APPROVED
Job Objective
test


Employee Self Assessment
This is where the employee inputs the Self Assessment
Rating Official Assessment
This is where the Rating Official inputs the assessment
(Limit to 2000 characters)
Counter 55
Objective Rating
Optional Weight
Adjusted Weight
Job Objective Rating 3
Return to Top of Page

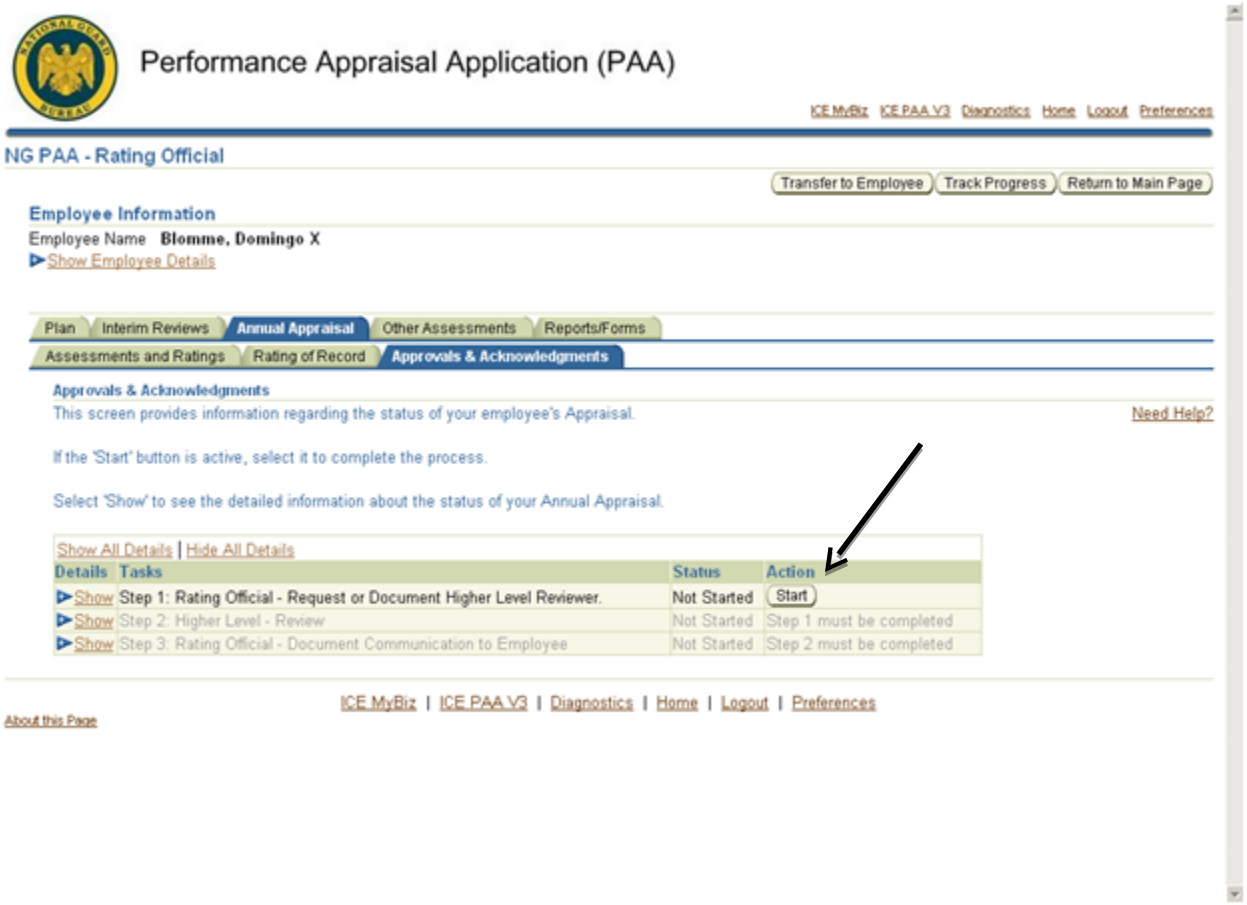
This is the location for the Rating Official to input the Annual Appraisal Assessment and the Job Objective Rating. Click on the Rating of Record Tab to continue.

Annual Appraisal- Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
NG PAA - Rating Official
Transfer to Employee Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms
Assessments and Ratings Rating of Record Approvals & Acknowledgments
Rating of Record
This screen allows you to review and update Job Objective ratings. Once you have completed your updates, select the 'Approvals and Acknowledgments' tab to complete the process.
Need Help?
Important Note: Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "Approved" Job Objectives with assigned weights must equal a total of 100%. All weights, assigned and adjusted, must be a minimum of 10% and displayed in increments of 5.
Job Objective Ratings
Order
ObjectiveTitle
Status
Weight % (Optional)
Adjusted Weight
Rating
1 test APPROVED 3
2 test APPROVED 3
Rating of Record
Average Score 3.00
Rating of Record 3
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

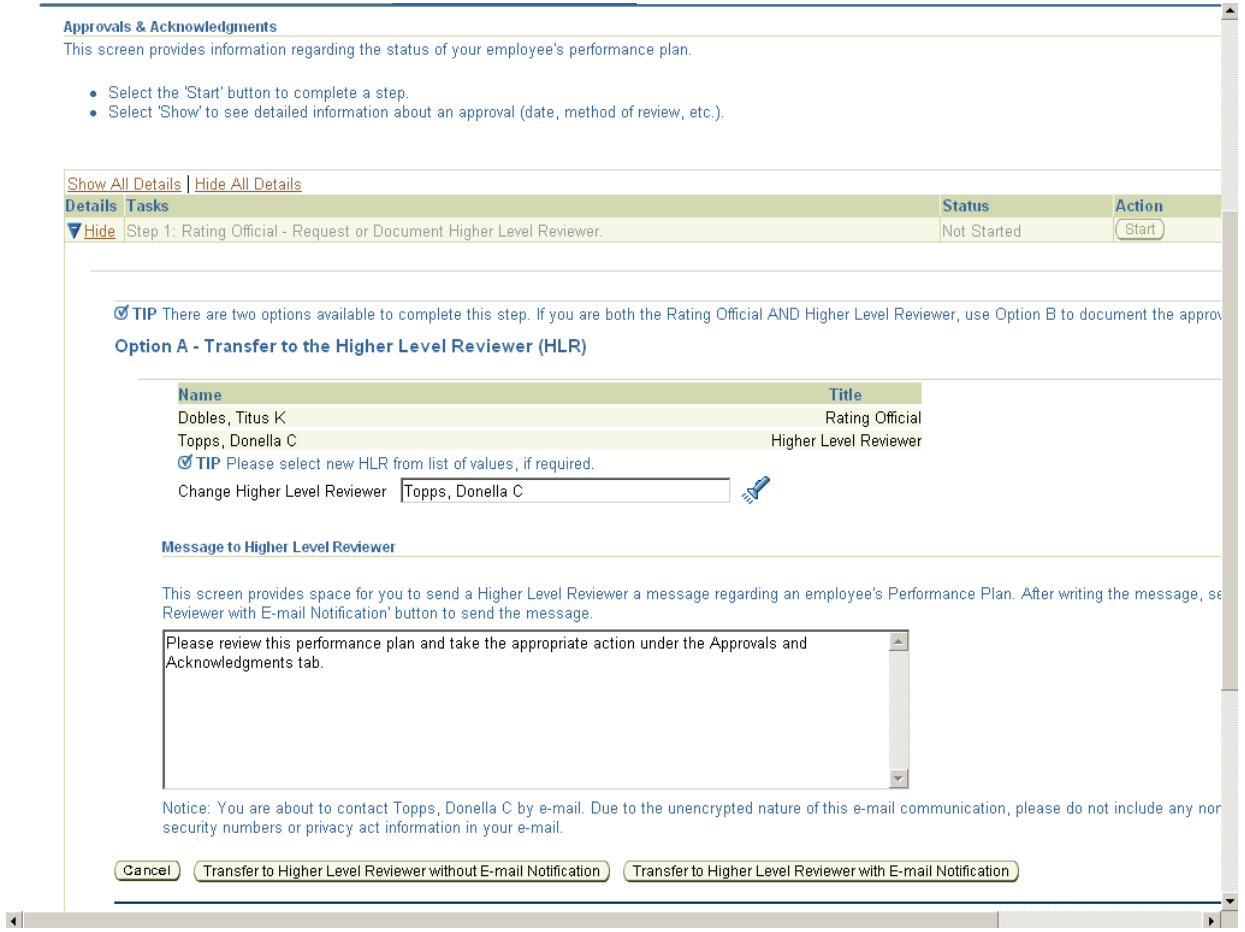
From this page the Rating Official can rate the job objective. You will also see the average score and the Rating of Record. From here the Rating Official will go to the Approvals and Acknowledgment Tab.

Annual Appraisal- Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
NG PAA - Rating Official
Transfer to Employee Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms
Assessments and Ratings Rating of Record Approvals & Acknowledgments
Approvals & Acknowledgments
This screen provides information regarding the status of your employee's Appraisal.
Need Help?
If the 'Start' button is active, select it to complete the process.
Select 'Show' to see the detailed information about the status of your Annual Appraisal.
Show All Details | Hide All Details
Details Tasks Status Action
Show Step 1: Rating Official - Request or Document Higher Level Reviewer. Not Started Start
Show Step 2: Higher Level - Review Not Started Step 1 must be completed
Show Step 3: Rating Official - Document Communication to Employee Not Started Step 2 must be completed
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

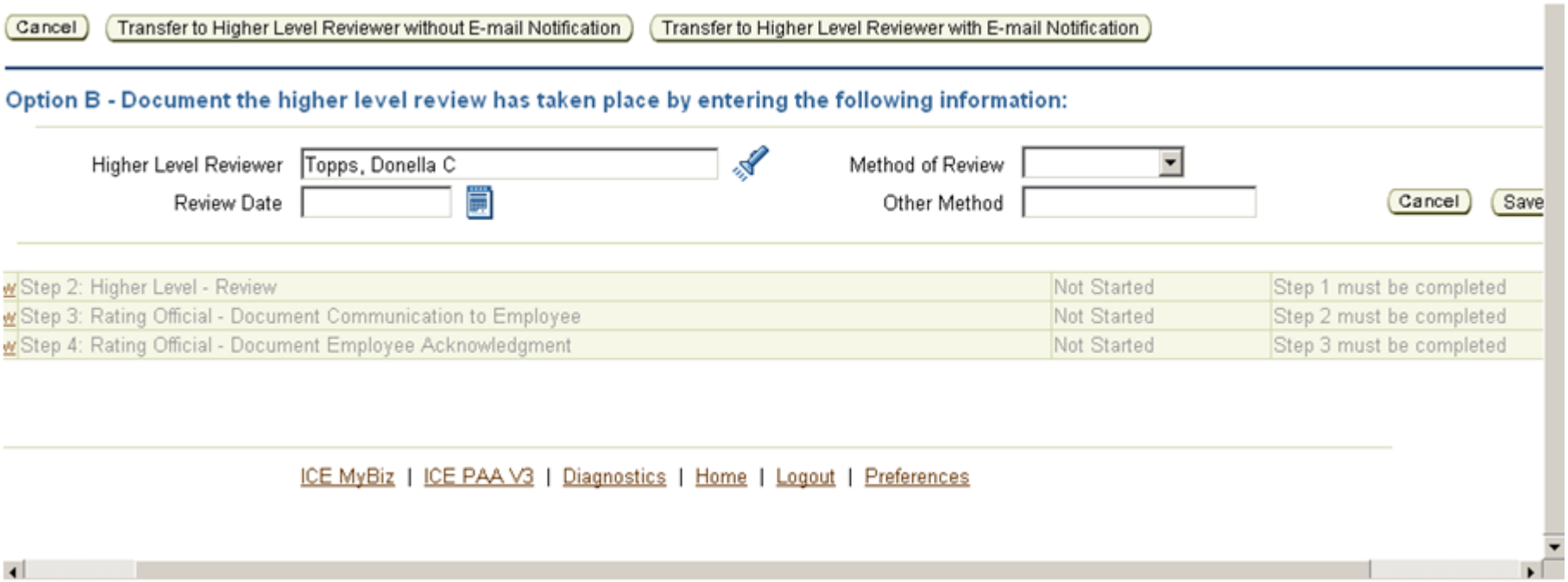
From the Approval and Acknowledgments Tab the Rating Official selects the Start button after the Annual Appraisal Assessments are put in for each job objective.

Annual Appraisal- Rating Official


Approvals & Acknowledgments
This screen provides information regarding the status of your employee's performance plan.
Select the 'Start' button to complete a step.
Select 'Show' to see detailed information about an approval (date, method of review, etc.).
Show All Details | Hide All Details
Details
Tasks
Status
Action
Hide
Step 1: Rating Official - Request or Document Higher Level Reviewer.
Not Started
Start
TIP There are two options available to complete this step. If you are both the Rating Official AND Higher Level Reviewer, use Option B to document the approv
Option A - Transfer to the Higher Level Reviewer (HLR)
Name
Title
Dobles, Titus K
Rating Official
Topps, Donella C
Higher Level Reviewer
TIP Please select new HLR from list of values, if required.
Change Higher Level Reviewer
Topps, Donella C
Message to Higher Level Reviewer
This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Performance Plan. After writing the message, se
Reviewer with E-mail Notification' button to send the message.
Please review this performance plan and take the appropriate action under the Approvals and Acknowledgments tab.
Notice: You are about to contact Topps, Donella C by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any nor
security numbers or privacy act information in your e-mail.
Cancel
Transfer to Higher Level Reviewer without E-mail Notification
Transfer to Higher Level Reviewer with E-mail Notification

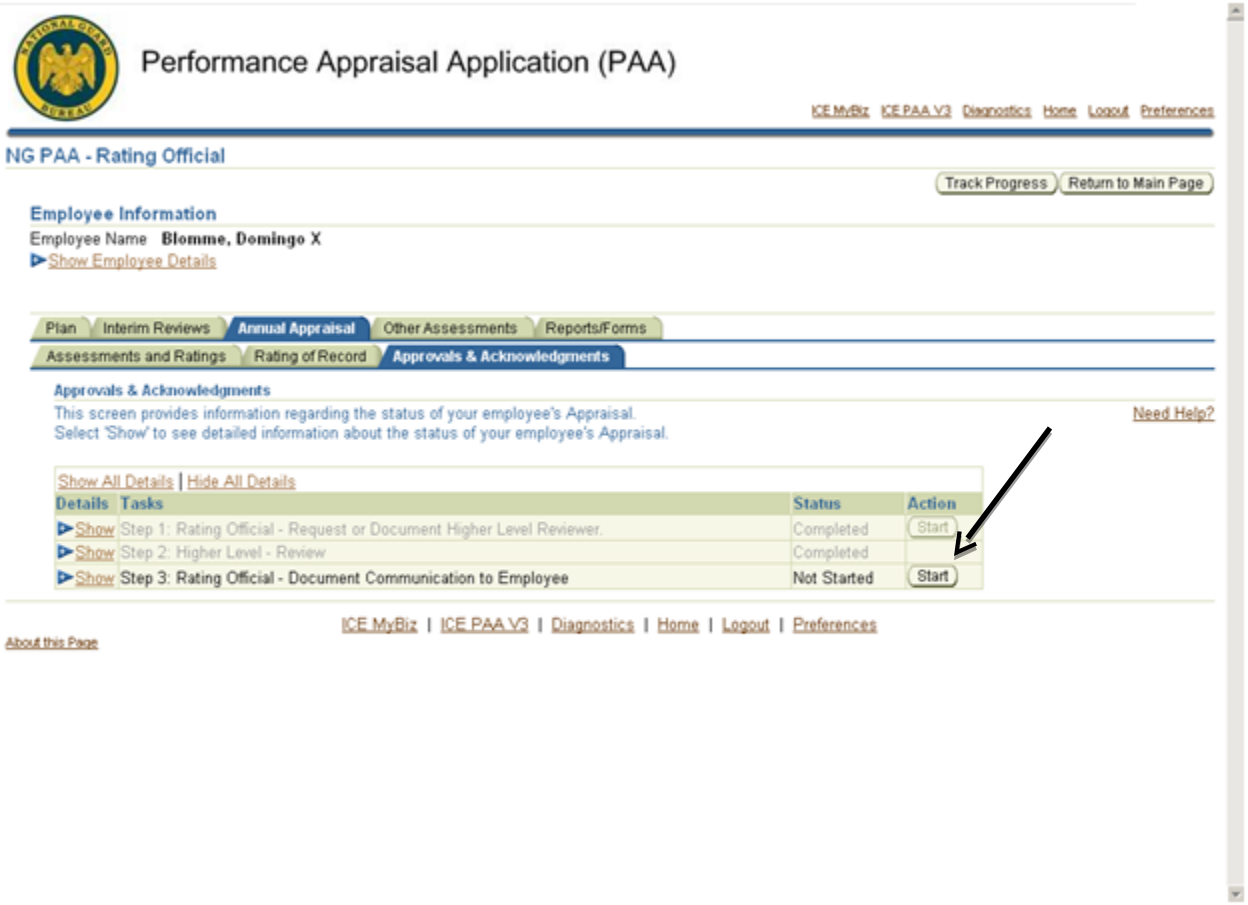
From the Approvals and Acknowledgments tab, using Option A, the Rating Official can transfer the plan to the Higher Level Reviewer for review.

Annual Appraisal- Rating Official


Cancel
Transfer to Higher Level Reviewer without E-mail Notification
Transfer to Higher Level Reviewer with E-mail Notification
Option B - Document the higher level review has taken place by entering the following information:
Higher Level Reviewer
Topps, Donella C
Method of Review
Review Date
Other Method
Cancel
Save
Step 2: Higher Level - Review
Not Started
Step 1 must be completed
Step 3: Rating Official - Document Communication to Employee
Not Started
Step 2 must be completed
Step 4: Rating Official - Document Employee Acknowledgment
Not Started
Step 3 must be completed
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences

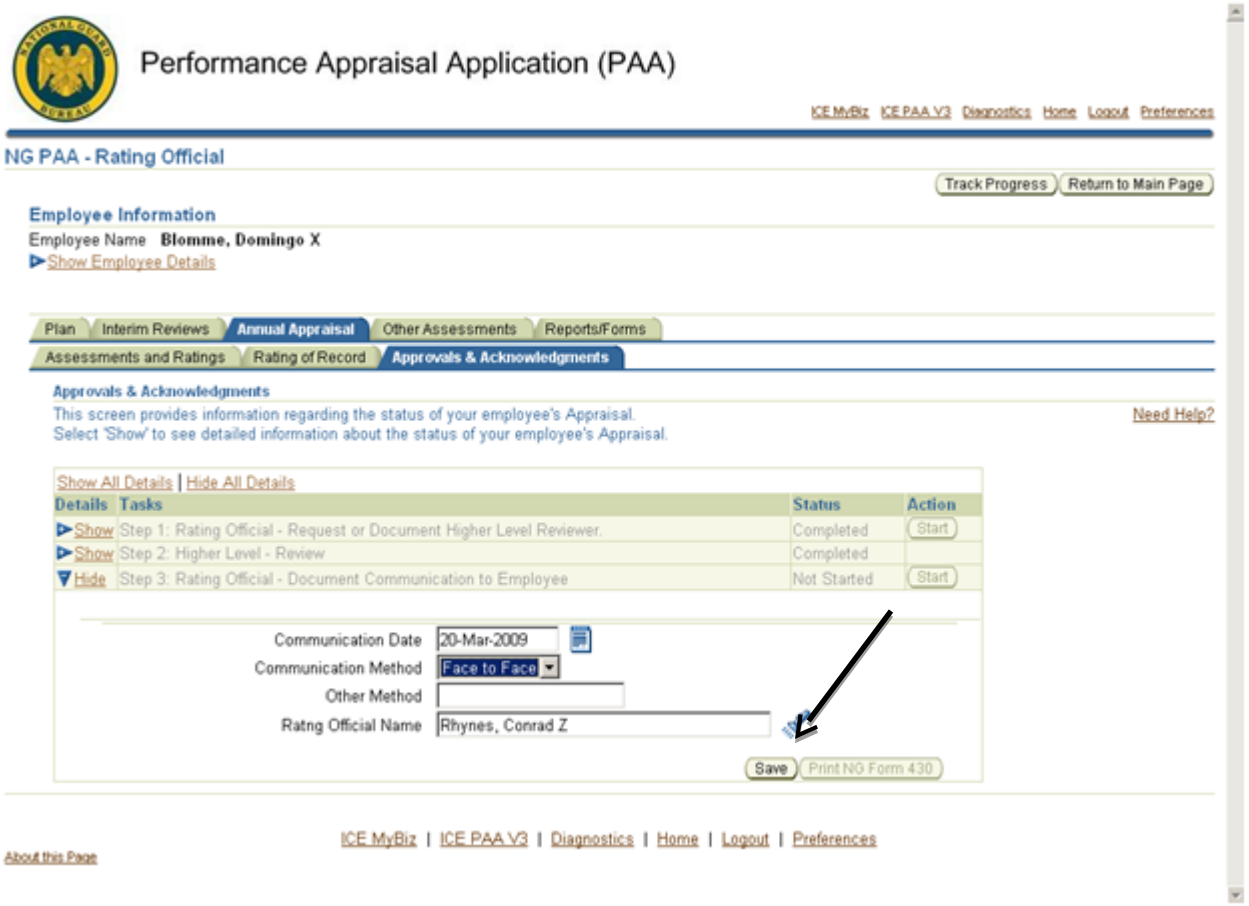
Using Option B, the Rating Official can document Higher Level Reviewer concurrence. The Rating Official completes this step once they have reviewed the plan and are ready for second-level review.

Annual Appraisal- Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
NG PAA - Rating Official
Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms
Assessments and Ratings Rating of Record Approvals & Acknowledgments
Approvals & Acknowledgments
This screen provides information regarding the status of your employee's Appraisal.
Select 'Show' to see detailed information about the status of your employee's Appraisal.
Need Help?
Show All Details | Hide All Details
Details Tasks Status Action
Show Step 1: Rating Official - Request or Document Higher Level Reviewer. Completed Start
Show Step 2: Higher Level - Review Completed
Show Step 3: Rating Official - Document Communication to Employee Not Started Start
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

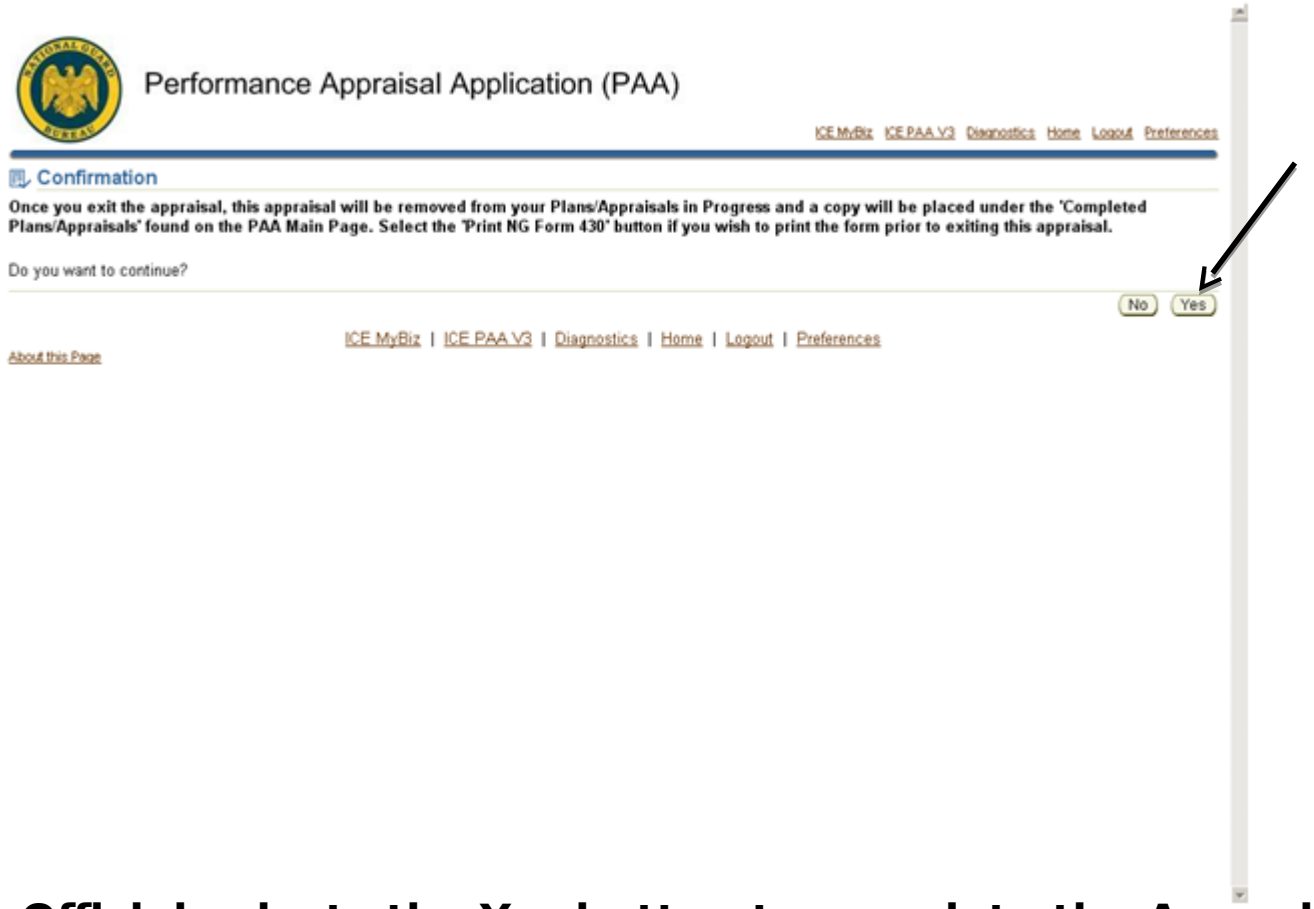
At this point the Rating Official will begin documenting communication to the employee and the acknowledgment of the Annual Appraisal Rating by selecting the Start button.

Annual Appraisal- Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
NG PAA - Rating Official
Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms
Assessments and Ratings Rating of Record Approvals & Acknowledgments
Approvals & Acknowledgments
This screen provides information regarding the status of your employee's Appraisal.
Select 'Show' to see detailed information about the status of your employee's Appraisal.
Need Help?
Show All Details | Hide All Details
Details Tasks Status Action
Show Step 1: Rating Official - Request or Document Higher Level Reviewer. Completed Start
Show Step 2: Higher Level - Review Completed
Hide Step 3: Rating Official - Document Communication to Employee Not Started Start
Communication Date 20-Mar-2009
Communication Method Face to Face
Other Method
Ratng Official Name Rhynes, Conrad Z
Save Print NG Form 430
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

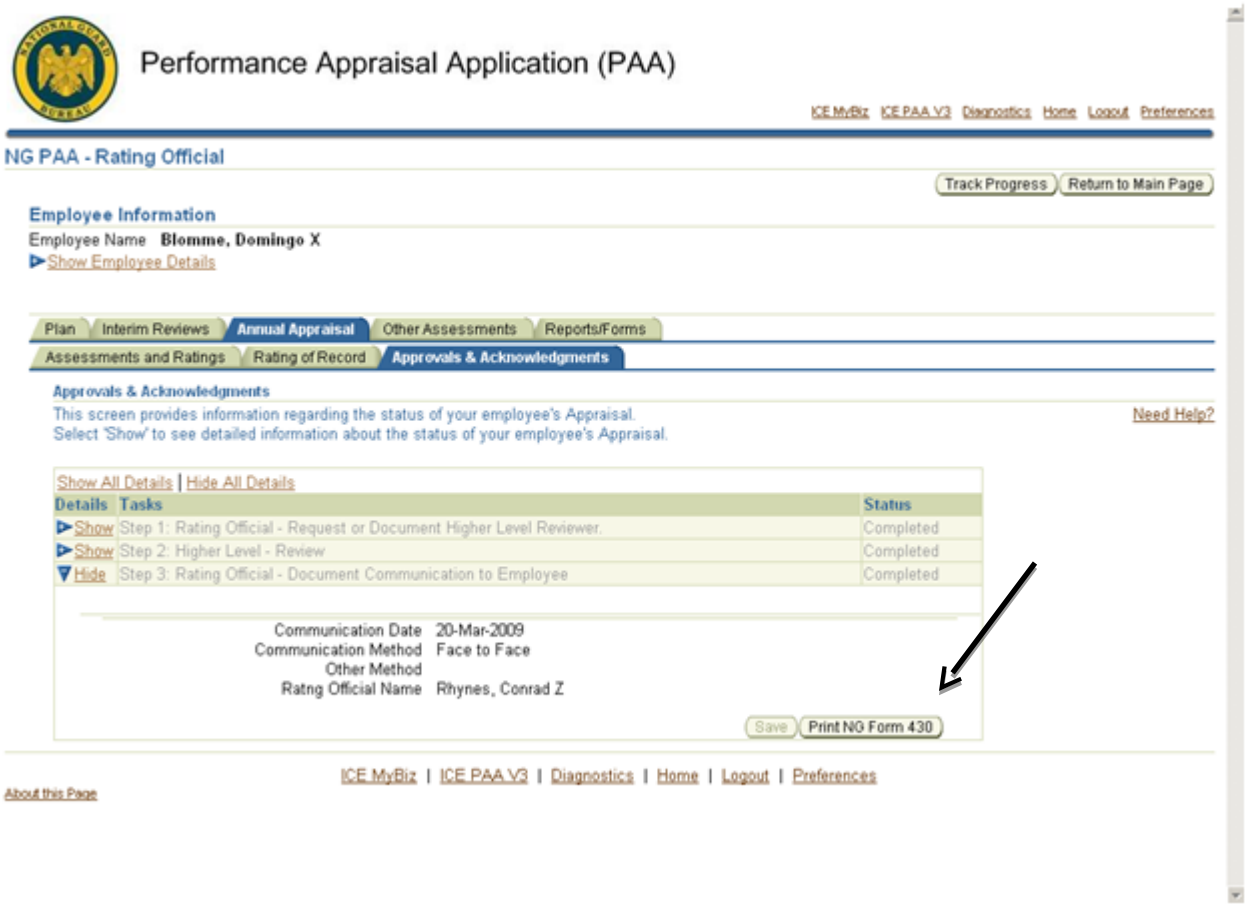
From this page the Rating Official documents the communication to the employee of the Annual Appraisal.

Annual Appraisal- Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
Confirmation
Once you exit the appraisal, this appraisal will be removed from your Plans/Appraisals in Progress and a copy will be placed under the 'Completed Plans/Appraisals' found on the PAA Main Page. Select the 'Print NG Form 430' button if you wish to print the form prior to exiting this appraisal.
Do you want to continue?
No
Yes
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

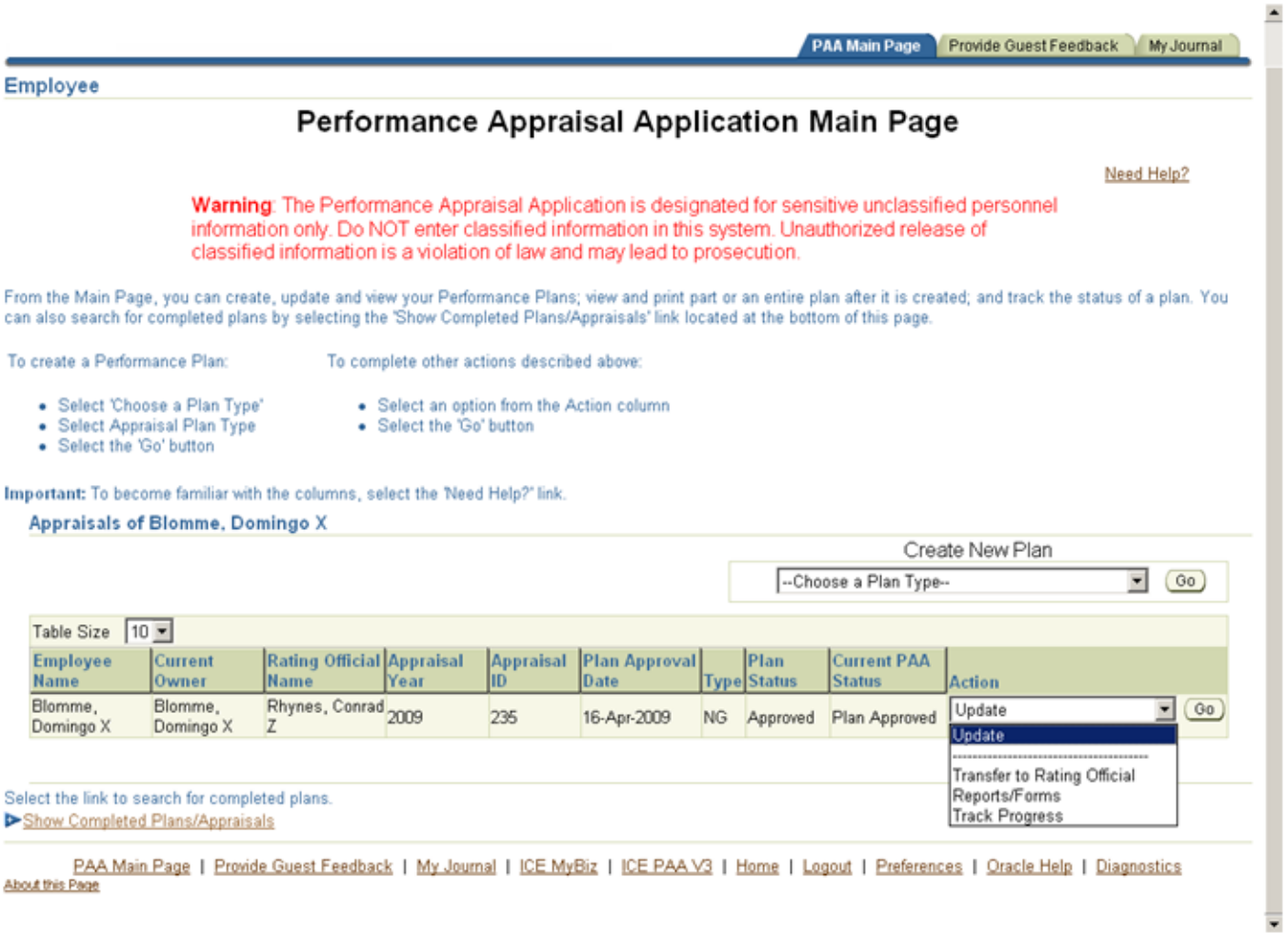
The Rating Official selects the Yes button to complete the Annual Appraisal.

Annual Appraisal- Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
NG PAA - Rating Official
Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms
Assessments and Ratings Rating of Record Approvals & Acknowledgments
Approvals & Acknowledgments
This screen provides information regarding the status of your employee's Appraisal.
Select 'Show' to see detailed information about the status of your employee's Appraisal.
Need Help?
Show All Details | Hide All Details
Details Tasks Status
Show Step 1: Rating Official - Request or Document Higher Level Reviewer. Completed
Show Step 2: Higher Level - Review Completed
Hide Step 3: Rating Official - Document Communication to Employee Completed
Communication Date 20-Mar-2009
Communication Method Face to Face
Other Method
Ratng Official Name Rhynes, Conrad Z
Save Print NG Form 430
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

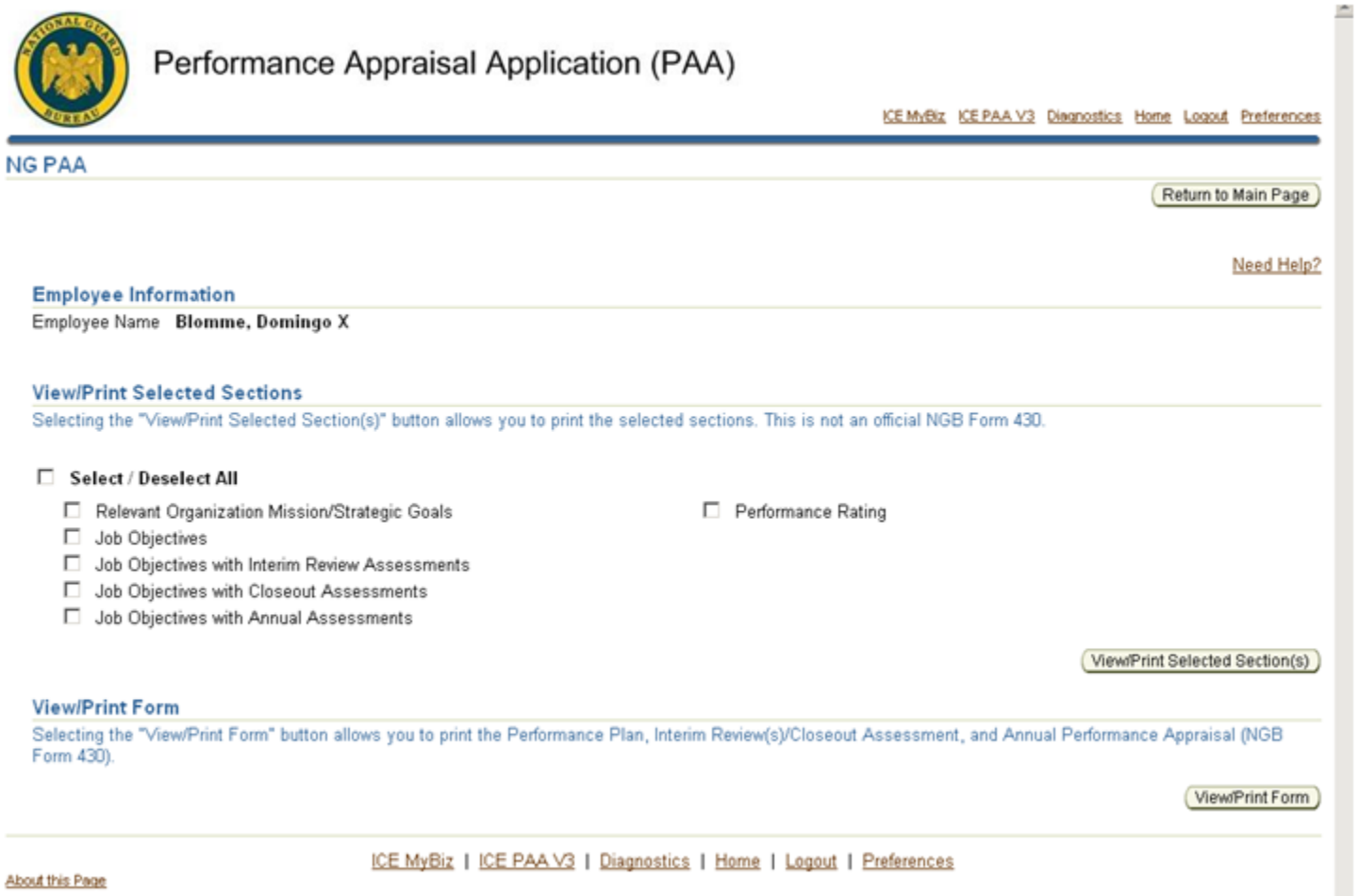
The Rating Official selects the Print NG Form 430 to print the document.

Reports and Forms


PAA Main Page
Provide Guest Feedback
My Journal
Employee
Performance Appraisal Application Main Page
Need Help?
Warning: The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.
From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.
To create a Performance Plan:
Select 'Choose a Plan Type'
Select Appraisal Plan Type
Select the 'Go' button
To complete other actions described above:
Select an option from the Action column
Select the 'Go' button
Important: To become familiar with the columns, select the 'Need Help?' link.
Appraisals of Blomme, Domingo X
Create New Plan
--Choose a Plan Type--
Go
Table Size 10
Employee Name
Current Owner
Rating Official Name
Appraisal Year
Appraisal ID
Plan Approval Date
Type
Plan Status
Current PAA Status
Action
Blomme, Domingo X
Blomme, Domingo X
Rhynes, Conrad Z
2009
235
16-Apr-2009
NG
Approved
Plan Approved
Update
Go
Update
Transfer to Rating Official
Reports/Forms
Track Progress
Select the link to search for completed plans.
Show Completed Plans/Appraisals
PAA Main Page | Provide Guest Feedback | My Journal | ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences | Oracle Help | Diagnostics
About this Page

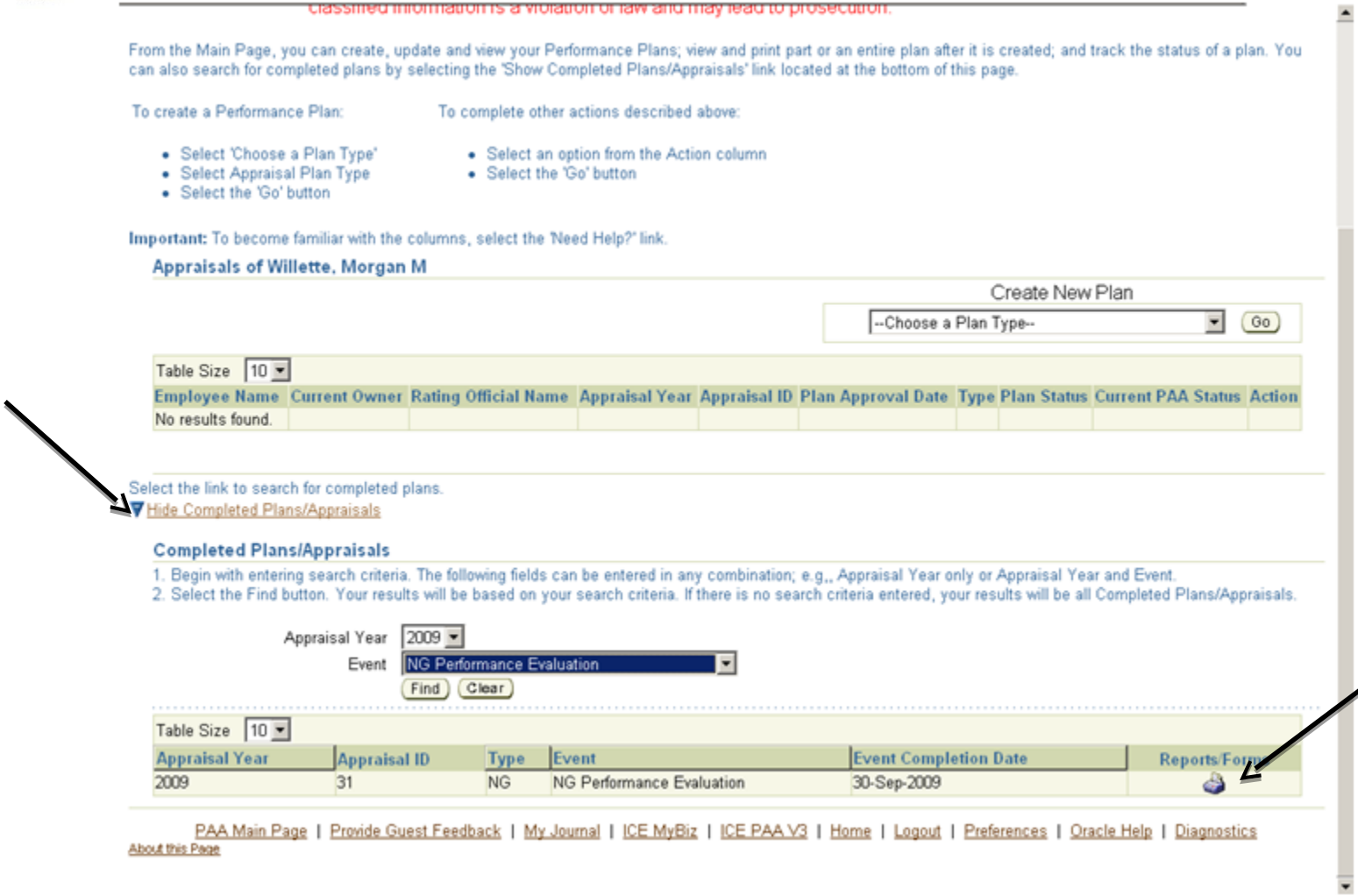
From this Main Page the employee, Rating Official, or Higher Level Reviewer can select the Reports/Forms option to begin viewing or printing selectable reports and forms.

Reports and Forms


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
NG PAA
Return to Main Page
Need Help?
Employee Information
Employee Name Blomme, Domingo X
View/Print Selected Sections
Selecting the "View/Print Selected Section(s)" button allows you to print the selected sections. This is not an official NGB Form 430.
Select / Deselect All
Relevant Organization Mission/Strategic Goals
Job Objectives
Job Objectives with Interim Review Assessments
Job Objectives with Closeout Assessments
Job Objectives with Annual Assessments
Performance Rating
View/Print Selected Section(s)
View/Print Form
Selecting the "View/Print Form" button allows you to print the Performance Plan, Interim Review(s)/Closeout Assessment, and Annual Performance Appraisal (NGB Form 430).
View/Print Form
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

These are the different areas of the form available to print. Until the Annual Appraisal is complete the Form 430 will be a working copy.

Reports and Forms


classified information is a violation of law and may lead to prosecution.
From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.
To create a Performance Plan:
Select 'Choose a Plan Type'
Select Appraisal Plan Type
Select the 'Go' button
To complete other actions described above:
Select an option from the Action column
Select the 'Go' button
Important: To become familiar with the columns, select the 'Need Help?' link.
Appraisals of Willette, Morgan M
Create New Plan
--Choose a Plan Type--
Go
Table Size 10
Employee Name | Current Owner | Rating Official Name | Appraisal Year | Appraisal ID | Plan Approval Date | Type | Plan Status | Current PAA Status | Action
No results found.
Select the link to search for completed plans.
Hide Completed Plans/Appraisals
Completed Plans/Appraisals
1. Begin with entering search criteria. The following fields can be entered in any combination; e.g., Appraisal Year only or Appraisal Year and Event.
2. Select the Find button. Your results will be based on your search criteria. If there is no search criteria entered, your results will be all Completed Plans/Appraisals.
Appraisal Year 2009
Event NG Performance Evaluation
Find
Clear
Table Size 10
Appraisal Year | Appraisal ID | Type | Event | Event Completion Date | Reports/Forms
2009 | 31 | NG | NG Performance Evaluation | 30-Sep-2009
PAA Main Page | Provide Guest Feedback | My Journal | ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences | Oracle Help | Diagnostics
About this Page

In order to view or print completed appraisals, select Show Completed Plans and Appraisals from the Main Page. From this area you can search by Appraisal Year and print by selecting the printer

Frequently Asked Questions

- **What is my user-ID/password?**
  - The default is your **SSN *with dashes*** – you should only need this on your initial login until you register your CAC.

- **Why can't I see a see a My Workplace link?**
  - Do you supervise technicians? If yes, contact HRO to make sure your organization's hierarchy is correct. If no, you will not have a My Workplace account.

- **Why can't I see *all* of my employees?**
  - *Only technicians* will show up in My Workplace. If you have technician employees that aren't visible, contact HRO for steps on updating your organization's hierarchy.

- **Why can't I update my information?**
  - To update information you must click the **"Update My Information"** link. Clicking on "My Information" is *view only.*

Contact Information

System access issues:

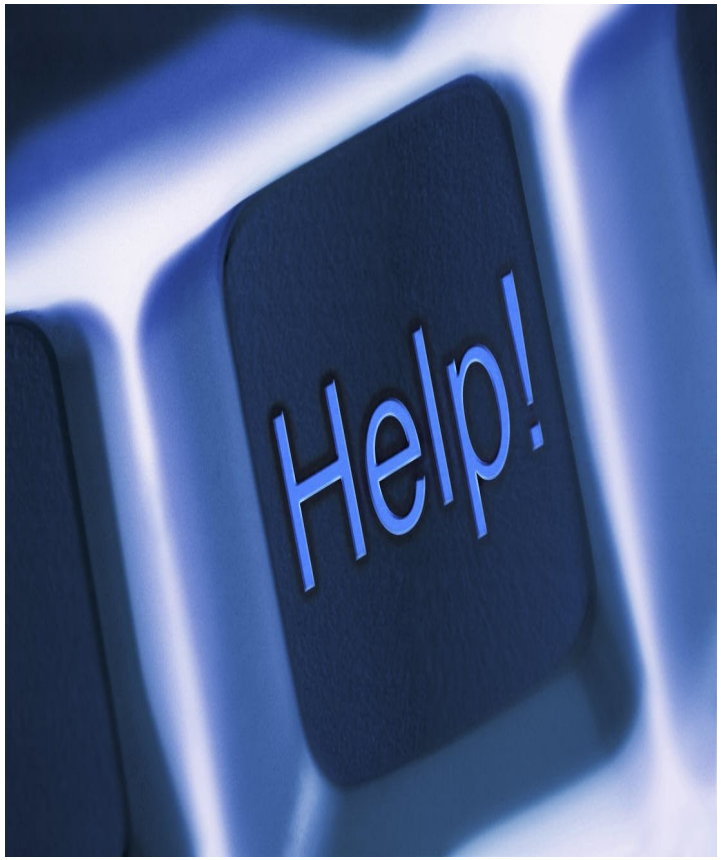
CMSgt Michael Miller

- email scott.miller.1@ang.af.mil
- DSN 623-6427 / 304-561-6427

Hierarchy updates/can't see reporting chain:

SGT Andrew Jenkins

DSN 623-6680 / 304-561-6680



Questions?

Snowball Fight

Learning Goals and Objectives

- Log-In and navigate the My Biz/My Workplace & Performance Appraisal Application tools

- Develop mission objectives and write three (3) critical elements for an employee using Work Center Descriptions or Position Descriptions. Enter the mission objectives and critical elements into the PAA software tool.

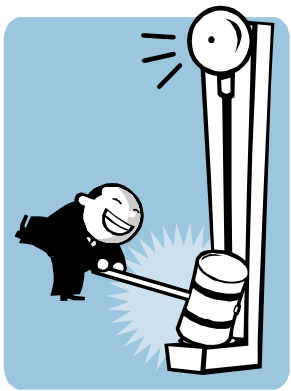
PG 7

Learning Goals and Objectives

- Evaluate whether or not the critical elements satisfy either the SMART or MARST criteria by collaborating with teammates to review, revise, and finalize critical elements.

- Understand what a Self Assessment is and how to write one.

PG 7



Performance Appraisal Program

Closing what can we clarify?